

NOTIFICATION OF A “G8” GRADE VACANCY OPEN TO NATIONALS OF NATO MEMBER STATES ONLY

Post Title: Assistant (Registry and Archiving)

Grade: NATO Grade G8

Duty location: Paris (Neuilly-sur-Seine), France

Duty start: The position is vacant as of 01 March 2026

Closing Date: 27 March 2026

Vacancy ref.: 260265

The interview of shortlisted candidates is provisionally scheduled to be held in Paris - Neuilly-sur-Seine (FR) mid-May 2026.

1. POST CONTEXT AND RESPONSIBILITIES

- The mission of the NATO STO is to help position the Nations and NATO's S&T investments as a strategic enabler of the knowledge and technical advantage for the defence and security posture of NATO Nations and partner Nations.
- As described in the STO Charter, the STO Collaboration Support Office (CSO) is one of the executive bodies of the STO. Within the framework of the STO Collaborative business model, the CSO provides executive and administrative support to the S&T activities conducted through the STO level 2 committees and level 3 working groups.
- In its areas of expertise, the CSO provides assistance and support to the S&T Board, its Chairperson, the Chief Scientist, and his/her office.
- Under the supervision of the Senior Staff Officer (IKM), Head of the IKM Office, the Assistant (Registry and Archiving) provides electronic registry and archival services to enable discovery of, and access to, non-publication related STO information and NATO information (e.g. directives, policy guidance) emanating from NATO HQ, ACT, ACO and other relevant NATO bodies. Further, the Assistant (Registry and Archiving) will be responsible for the implementation of the NATO Policy on the Retention and Disposition of NATO Information to ensure long-term preservation and accessibility of information with permanent value.
- The Assistant (Registry and Archiving) is also responsible for receiving, recording and managing all incoming and outgoing documents NATO Confidential and above.

Functions include:

- Under the supervision of the Senior Staff Officer (IKM) and working closely with other members of the IKM Office, implement and subsequently manage an electronic system for the control of official NATO documents. In particular, the system should enable discovery of, and access to, non-publication related official STO information, and NATO information (e.g.

directives, policy guidance) emanating from NATO HQ, ACT, ACO and other relevant NATO bodies.

- Ensuring that documents entered into the above-mentioned system are named in accordance with the NATO Policy on File Naming and that all other meta data is correct, and that they are correctly formatted.
- Working closely with the Assistant (Publications and KIMC), manage the implementation of the NATO Policy on the Retention and Disposition of NATO Information to ensure long-term preservation and accessibility of information with permanent value.
- Managing the distribution and dissemination of official NATO information entering the CSO either by electronic means or by paper. This may involve the scanning of official mail received via postal services.
- Receiving, recording and managing all incoming and outgoing documents NATO Confidential and above
- Working closely with CIS, advise on Active Directory and EMail group naming and associated access control where it relates to registry services.
- Advising CSO Staff on information retrieval where it relates to registry services.
- Working closely with the Assistant (Publications & KIMC), assist in ensuring the maintenance and continued availability of the CSO physical and electronic archive of past publications, from both STO and its predecessor bodies (RTO, AGARD & DRG).

Special Requirements and Additional Duties

- Performing other related functions as directed by the Senior Staff Officer (IKM).

2. AUTHORITY

The Assistant (Registry and Archiving) reports to the Senior Staff Officer (IKM).

3. QUALIFICATIONS

ESSENTIAL

Professional /Experience

3 years of experience with electronic information management and library management techniques.

Education/Training

- a) College diploma.
- b) Accurate typing in English.

Language

Good knowledge of one of the two NATO official languages (SLP 3322) and fair knowledge of the other (SLP 2222). The work is mainly conducted in English.



DESIRABLE

Professional /Experience

Experience with archival services and techniques.

Education/Training

Associate degree.

Language

- a) Very good knowledge of both NATO official languages.
- b) Knowledge of other European language(s).

4. COMPETENCIES

1. The incumbent must demonstrate the following personal attributes:

- a) Reliability, trustworthy, discreet, with high sense of responsibility.
- b) Good judgment.
- c) Ability to take the initiative.
- d) Willing to travel several times a year.
- e) Willing to accept occasional prolonged duty, especially on travel.
- f) Capable of working in a demanding scientific international environment.
- g) Flexible in response to changing requirements.
- h) Pleasant personality, tactful.

2. Managerial Responsibilities

Not applicable.

3. Professional Contacts

Co-ordinates with other secretarial, executive and administrative staff of CSO, NATO colleagues in the Registry/Archiving community.

4. Contribution to the Objectives

The STO and subsequently the CSO is a knowledge-based organization advancing science and technology for the benefit of NATO and member nations. Effective information management is vital to the CSO and hence the effectiveness of the STO in general. In particular, the ability for staff at all levels to discover and access information relevant to their area of interest is paramount their own ability to carry out the mission of the STO and objectives set out by the CSO Director. This cannot be done efficiently without clear well defined and maintained records and document management.



5. SECURITY CLEARANCE LEVEL

The applicant must be eligible for a NATO Secret security clearance.

6. WORKING ENVIRONMENT

Normal office work environment, with occasional long hours and travels abroad.

7. EMPLOYMENT TERMS AND CONDITIONS

The position is at grade G8. The starting basic monthly salary will be Euro 4,651.30 (2026 salary value, subject to future adjustments in accordance with NAC decisions), exempt from income tax. Specific allowances may apply, depending on personal circumstances of the incumbent.

NATO International Civilian employees benefit 30 days of annual leave, life and medical insurance, and a retirement pension plan; expatriated Staff also benefits an expatriation allowance, educational allowance for dependent children and biennial home leave.

In accordance with the NATO Civilian Personnel Regulations, the successful candidate will be offered a definite duration contract of three years, which may, on conditions, be followed by another contract. If the successful applicant is seconded from the national administration of one of NATO's member States, a 3-year definite duration contract will be offered, which may be renewed for a further period subject to the agreement of the national authority; the maximum period of service in the post as a seconded staff member is six years.

Serving staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations in force at the date of the contract.

The appointment is subject to the receipt by the CSO of a security clearance (provided by the national Authorities of the incumbent) and to the delivery of a certificate of medical fitness by the CSO Medical Advisor.

8. APPLICATION PROCEDURE

Only nationals of the 32 NATO member countries can apply for this position.

Applications must be submitted as follows, as applicable:

- For NATO serving civilian Staff members only: please apply via the internal recruitment portal (for more information, please contact your local Civilian HR Manager).
- For all other applicants: www.nato.int/recruitment

A Selection Panel will evaluate the applications. Applicants who pass the initial screening will be invited to attend an interview with the Selection Panel to be held in Paris - Neuilly-sur-Seine (FR) mid-May 2026.

Candidates will attach a resume, an application letter and educational qualifications certificates to their application.



Science and Technology Organization

Neuilly-sur-Seine – France

NATO will not accept any phase of the recruitment and selection prepared, in whole or in part, by means of generative artificial-intelligence (AI) tools, including and without limitation to chatbots, such as Chat Generative Pre-trained Transformer (Chat GPT), or other language generating tools. NATO reserves the right to screen applications to identify the use of such tools. All applications prepared, in whole or in part, by means of such generative or creative AI applications may be rejected without further consideration at NATO's sole discretion, and NATO reserves the right to take further steps in such cases as appropriate.

Due to the large number of potential candidates, telephone or email enquiries cannot be dealt with.

Notes: NATO as employer values diverse backgrounds and perspectives and is committed to recruiting and retaining a diverse and talented workforce. NATO welcomes applications of nationals from all Member States and strongly encourages women to apply. According to the NATO Civilian Personnel Regulations, Staff members are appointed on the condition that they are over 21 and under 60 years of age at the time of taking up their appointment. However, appointment may be offered to candidates of 60 years of age or more provided that the expiry date of the contract is not later than the date at which the candidate attains the age of 65.