



## NOTIFICATION OF A “G17” GRADE VACANCY OPEN TO NATIONALS OF NATO MEMBER STATES ONLY

**Post Title:** Panel Executive Officer  
**Grade:** NATO Grade G17  
**Duty location:** Paris (Neuilly-sur-Seine), France  
**Duty start:** The position is vacant as of 01 March 2026  
**Closing Date:** 01 April 2026  
**Vacancy ref.:** 260296

*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.
- The position title is Panel Executive Officer for the Technology and Science Incubation (TSI) Panel of the Collaboration Support Office (CSO) which is an Executive Body of NATO STO. The TSI Panel is one of the STO level 2 Committees, composed of experts appointed by the Member Nations and NATO Staffs, integrating S&T information exchange and cooperative S&T activities. A NATO Member Nation provides the incumbent.

### Functions include:

- Assisting the Panel Chair in the development of, and assisting the Director of the CSO in the planning, programming and budgeting of that part of the STO Collaborative Program of Work (CPoW) related to the TSI Panel.
- Providing technical, administrative advice and guidance to assist the Panel in development of a dynamic program that is carried out, in a vigorous manner, in accordance with the mission, policies and directives of the STB and NATO S&T Strategy and Priorities.

- Reviewing, analyzing and distributing relevant technical information from NATO and non-NATO S&T documents to inform the Panel members in considering cooperation and collaboration opportunities and in developing the Panel Program of Work.
- Managing the administrative and logistical support of Panel activities, including business meetings, symposia, specialist meetings, working groups, courses and other Panel functions. This includes the pre-planning for and organization of the various meetings, which are held throughout the NATO community and require tactful and detailed co-ordination, preparing and distributing Summary Records and other reports required to keep the Panel informed of administrative actions and procedures relating to the operation.
- Developing, managing and continually updating a detailed yearly budget and funding schedule for the approved Panel program, and periodically briefing the Director on its current status during program reviews.
- Providing guidelines for the selection of, initiating and monitoring contracts for scientists and engineers to write, edit, and review material for STO publications and to participate in co-operative programs amongst the NATO Nations.
- Supervising the editing of the Executive Summaries, Abstracts and Keywords of the Panel's STO publications and overseeing the preparation of and reviews of these publications for printing.
- Overseeing the effective implementation and management of Support Projects to the Supported Nations, including ensuring proper reviews and approvals are received, contracts for participants are issued, and ensuring status and final reports are submitted.
- Initiating contracts allowing Panel Members from the Supported Nations to attend Panel Meetings.
- Ensuring the promotion and maintenance of proper communication with individuals in high level international programs as a representative of the CSO on issues related to Panel activities.
- Assisting the Head OCO in the planning and execution of Consultant Programs.
- Serving as Technical Advisor to the Director of the CSO in the area of urgent Alliance S&T needs and preparing studies and other assignments within their technical specialty or from other expertise available on the Panel as may be required.
- Planning, directing and supervising the work of the Executive Assistant assigned to the TSI Panel.
- Performing other staff functions as requested by the Director of the CSO if appropriate and feasible within the Executive Officer's capacity.

### **Special Requirements and Additional Duties**

- The post-holder is actively involved in selecting the Executive Assistant assigned to the Panel.
- Performing additional related duties as required.



## 2. AUTHORITY

- The Executive Officer TSI Panel Reports to the Head Operations and Coordination Office (OCO). He/she supervises the Executive Assistant to the Panel.

## 3. QUALIFICATIONS

### ESSENTIAL

#### *Professional /Experience*

- a) Five years-experience in science and technology organisations.
- b) A broad knowledge in at least one discipline relevant to the Panel's scope or the field of emerging or rising technologies.
- c) Experience in writing, editing, and preparing technical reports and studies for presentation and publication is required.
- d) Experience in planning and managing scientific and technical meetings is required.
- e) Initiative, tact and the capacity to co-operate and work harmoniously with civilian and military personnel from the NATO nations are essential qualifications.

#### *Education/Training*

- a) A degree from an accredited college or university or equivalent qualification is required.
- b) Ability to assess research requirements and to plan, co-ordinate, and evaluate research as it relates to these requirements.
- c) Skill in administrative and technical management of research and development programs.
- d) Skill in communicating orally and in writing to present facts and recommendations in clear, concise, and logical terms to appropriate personnel.
- e) Initiative, tact and the capacity to co-operate and work harmoniously with civilian and military personnel from the NATO nations are essential qualifications.

#### *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*

- a) A broad knowledge of technical sciences with an Information Systems Technology experience related to the defence environment.
- b) Experience in office procedures and management skills.
- c) Knowledge of NATO Organisations, Policies and their supporting implementation documents.



### ***Education/Training***

Post-graduate studies in an area relevant to the position.

### ***Language***

- a) Excellent 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) Leadership.
- b) Initiative.
- c) Tact and capacity to co-operate and work harmoniously with high-level civilian and military personnel of different NATO nations.
- d) Reliability.
- e) Trustworthiness, discretion and high sense of responsibility.
- f) Demonstrated capability to supervise personnel

### ***2. Managerial Responsibilities***

The incumbent oversees the work of the Panel Executive Assistant.

### ***3. Professional Contacts***

- a) The incumbent is responsible for an extensive network of professional contacts within NATO and international delegations of government, academia and industry representatives.
- b) The incumbent must use diplomacy, initiative, flexibility, and a highly imaginative approach to problem solving in negotiating with the network of professional contacts.

### ***4. Contribution to the Objectives***

This position is of primary importance for achieving the objective of maintaining a world class Collaborative Program of Work (CPoW). The post holder is the cornerstone stone for the proper functioning of the TSI panel.

## **5. SECURITY CLEARANCE LEVEL**

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



## 6. WORKING ENVIRONMENT

The functions involve irregular working hours and frequent travel abroad, including on weekends.

## 7. EMPLOYMENT TERMS AND CONDITIONS

The position is at grade G17. The starting basic monthly salary will be Euro 9314.85 (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](http://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.



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.