



**Science and Technology
Organization**

Neuilly-sur-Seine – France

VACANCY NOTIFICATION

Post Title: Branch Head, Personnel, Administration and Logistics
STO Collaboration Support Office (CSO)
Grade: NATO Grade G 17
Duty location: Paris (Neuilly-sur-Seine), France
Duty start: 1st Feb 2027
Closing date: 23rd April 2026
Post ref.: CSO-CHF-0010
Vacancy ref: 260452

The competition for this post is provisionally scheduled to take place at the CSO in Paris (FR) during the week 1st – 5th June 2026 and will comprise an evaluation by an external assessment center (1 or 2 June) and the interview by the selection committee (3 or 4 June).

1. POST CONTEXT AND RESPONSIBILITIES

The NATO Science & Technology Organization (STO) is a NATO subsidiary body to the North Atlantic Council (NAC), and is governed by the NATO Science and Technology Board (STB). The STB reports to the NAC through the Military Committee (MC) and the Conference of National Armaments Directors (CNAD).

The mission of the STO is to help position the Nations and NATO Bodies' S&T investments as a strategic enabler of the knowledge and technical advantage supporting the defence and security posture of Allies and partner Nations. As described in the STO Charter, the STO Collaboration Support Office (CSO) is one of the three 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 eight STO Scientific and Technical Committees (STCs).. The CSO facilitates the world's largest and most vibrant scientific network for defence and security. More than 5 000 scientists and engineers from NATO and Partner Nations are engaged in approximately 460 carefully selected S&T Activities in the Collaborative Programme of Work (CPoW). Together, they work to solve real-world problems that Nations face today, and to better prepare their Armed Forces to meet future challenges. In its areas of expertise, the CSO provides assistance and support to the NATO Science and Technology Board (STB), its Chair, the Chief Scientist, and his/her office.

The CSO Branch Head, Personnel, Administration and Logistics (PAL), leads the PAL Branch which includes the sections of Personnel and Administration, Facilities Management (FM), and Security. Facilities Management comprises general services, postal services, conference and reprographic services; Security covers the physical protection of personnel, of the premises, and of the equipment required for the operations of the CSO.

The Branch Head, Personnel, Administration and Logistics (PAL), acts as advisor to the senior leadership on Workforce matters and other issues within, his/her area of responsibility. The incumbent is responsible for the planning and execution of the budgets allocated to the Branch.

Functions include:

- Implementing NATO Workforce policies in the framework of the NATO Civilian Personnel Regulations (NCPR), the NATO Defense Workforce Committee procedures, and the host nation labor laws and regulations when applicable. Developing CSO policies in his/her area and issuing administrative memos and Office Notices, as well as maintaining CSO Permanent Instructions. Representing the Office at meetings relevant to areas of responsibility, in particular, meetings of the Advisory Panel on Administration and ad hoc Working Groups as appropriate.
- Developing and maintaining the CSO Training plan.
- Reporting to and following direction and guidance from the Chief of Staff (COS), developing and maintaining the CSO Management Plan and the Health and Safety plan.
- Planning and managing the PAL annual budget, overseeing the execution of expenses, and approving orders and payments related to payroll and CSO operations. As CSO Property Accounting Officer, initiating inventory write-offs in accordance with the NATO Financial Regulations (NFR). Supervising the upkeep of the CSO physical inventory of controllable property.
- Supervising functions in recruitment, performance evaluation, training, retirement and discharge of personnel.
- Providing administrative services to civilian and military Staff. In particular ensuring that appropriate advice and assistance are available on privileges and immunities and, within available means and capabilities, appropriate advice on other matters such as housing, insurance, national and local legislations.
- Planning infrastructure projects and acting as Project Manager for such projects, engaging with local authorities and other stakeholders. Supervising operations of the Facilities Management Section including General Services, Maintenance, Transport, Postal Services, Conference and Reprographic services.
- Overseeing the implementation of CSO Security directives in relation to physical security. Supervising and monitoring the execution of contracted physical security services. Interfacing with the contracted company regarding contract terms and service delivery, on security related infrastructure works and equipment, and work organization.

CSO is currently and for the coming years facing a very exciting yet challenging period with the implementation of a new ambition decided by NATO Nations and reflected in a 2030 vision and strategy.

Key challenges facing the successful candidate will likely include:

- Contributing within his or her domain to the implementation of the NATO STO Collaborative Programme of Work Strategy 2024-2030.

This implies in particular:

- Managing the adaptation of the workforce through a combination of additional recruitments and alignment of the existing Job Descriptions to the findings of the ongoing CSO organisational study;
- Leading an ambitious infrastructure project including mid-term (temporary construction) and long-term projects (modernisation and enlargement).
- In a continuously evolving environment, contribute to maintaining staff spirit and cohesion by leveraging all possibilities offered by the NCPR to maintain and further develop a human centric workforce policy.
- Reorganising and further developing the PAL Branch through the integration of additional or newly recruited staff.

2. AUTHORITY

The Branch Head PAL reports to the Deputy Director/Chief of Staff, CSO. He/she supervises currently 6 Staff in the PAL Branch, the Principal Assistant (PAL), the Section Head Facilities Management (FM), the Chief Security Officer, the Chief Security Guard, the Assistant (PAL) and the Assistant (FM). This number is expected to increase given the ongoing recruitment of additional staff including a Staff Officer Human Resources and five NATO guards

Functions associated with the management of the Peacetime Establishment (PE) require regular interaction with the NATO Office of the NATO Chief Scientist (PE Authority).

3. QUALIFICATIONS

ESSENTIAL

The incumbent must demonstrate:

Professional /Experience

- A seasoned professional with experience in a similar position involving general administration, personnel and logistics responsibilities.
- At least 5 years' experience in HR management with supervisory responsibilities.
- Familiarity with personnel regulations of International Organizations.
- Familiarity with Enterprise Resource Planning (ERP) concepts.
- Ability to lead project teams, and initiate, manage and supervise projects in the domain of HR, infrastructure and security.
- Ability to communicate effectively and diplomatically, both orally and in writing with senior leadership and staff.

Education/Training

A Master's level university degree in Human Resources, Business Administration or a related field.

Language

Advanced knowledge of one of the two NATO official languages (4444), Upper Intermediate knowledge of the other (SLP 3333). The work is mainly conducted in English, but interactions with host Nation's representatives and contractors are conducted in French.

DESIRABLE

The following would be considered an advantage:

Professional /Experience

- Sound knowledge of the NATO Civilian Personnel Regulations (NCPR);
- Good knowledge of the NATO Military Manpower Policies and Procedures;
- Good knowledge of NATO Personnel Management Information System (PMIS), and of the NATO Financial Regulations (NFR);
- Familiar with the NATO security regulations.

Education/Training

- Certification in project management;
- Knowledge of labor law, possibly that of the host nation.

4. COMPETENCIES

The incumbent must demonstrate:

- Change Leadership: champions change;
- Developing others: provides in-depth mentoring, coaching and training;
- Empathy: listens actively and understands others;
- Initiative: plans and acts with a long-term strategic perspective;
- Tact and the ability to co-operate and work harmoniously with civilian and military personnel from different NATO nations;
- Trustworthiness, discretion and high sense of responsibility.

5. SECURITY CLEARANCE LEVEL

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

6. WORKING ENVIRONMENT

The CSO operates in an international, dynamic, multi-cultural environment. The functions require regular business travel. The CSO is a non-smoking workplace.

7. EMPLOYMENT TERMS AND CONDITIONS

The position is at grade G 17. The starting basic monthly salary is Euro 9.314 (salary value as per 2026, subject to future adjustments in accordance with NAC decisions), exempt from income tax. Specific allowances may apply, depending on personal circumstances of the incumbent.

The post holder will benefit from 30 days annual leave, life and medical insurance, a retirement pension plan, education allowance for dependent children and biennial home leave if eligible.

The selected candidate will be offered a definite duration contract of three years including a six months probationary period. Upon performance, a follow-up definite or indefinite contract shall be offered to the incumbent.

The CSO Director will appoint the selected candidate through the signature of his/her contract. This contract will be ruled by the NATO Civilian Personnel Regulations.

The appointment is subject to the receipt by the CSO of a security clearance at NATO SECRET level (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: <https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en>.

A Selection Committee will evaluate the applications. Applicants who pass an initial screening by the Selection Committee will be evaluated by an assessment centre and invited to attend an interview with the Selection Committee in Paris, France (tentative date, week 1 – 5 June 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 will be rejected without further consideration at NATO's sole discretion, and NATO reserves the right to take further steps in such cases as appropriate.

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 NATO Nations 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.