



**Science and Technology
Organization**

Neuilly-sur-Seine – France

VACANCY NOTIFICATION

Post Title: Contract Manager (S&T Collaborative Program of Work (CPoW), Budget and Finance Branch
STO Collaboration Support Office (CSO)
Grade: NATO Grade G 14
Duty location: Paris (Neuilly-sur-Seine), France
Duty start: 31st August 2026
Closing date: 18 May 2026
Post ref.: CSO-CBF-0060
Vacancy ref: 260632

The competition for this post is provisionally scheduled to take place at the CSO in Paris (FR) during the week 26/2026 and will comprise language test (on line), a written test and the interview by the selection committee.

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 Science & Technology Organization (STO) Collaboration Support Office (CSO) is looking for a Senior Assistant Collaborative Program of Work (CpoW) Contracting, to reinforce the Finance Team in times of critical organizational and digital transformation.

The Senior Assistant, (CPoW) Contracting, in the Budget & Finance Section, manages and administers the contracts for individual scientific experts and scientific organizations funded and contracted by the CSO in support the STO Collaborative Program of Work (CPoW). He/she

provides expert advice on contractual conditions in compliance with national and international (NATO) rules and regulations

Functions include:

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.

The incumbent will be embedded in a very dynamic multi-national team of financial and operational experts.

- He/She is the single outward-facing point-of-contact for the administrative-contractual interaction between the CSO and the scientists contracted for specific [NATO] research tasks.
- The incumbent is providing contracting expertise in this specific domain, is directly responsible to ensure and facilitate the administrative interaction with and processes for the scientists so that they continue to engage in the S&T CPoW.
- He/she is expected to work and decide largely independently within the authorities assigned to this position. He/she will pro-actively assist and advise the Head of the Operations Coordination Office as well as the Staff Officer (Fiscal, Accounting / P&C Officer), the NATO scientists and other team members as part of his/her duties.
- The incumbent is expected to have sound experience in contracting and accounting, sound experience in budget management, monitoring and reporting. He/she has experience in addressing and dealing with people inside and outside the organization with varying professional and cultural backgrounds, in particular at higher levels.
- The incumbent is expected to be eager and flexible to adapt and learn as the CSO and the Finance team go through the challenges of digital and organizational transformation. He/she is not afraid of embracing data-driven technology, digital innovation and AI-powered financial tools for predictive analytics and process automation to enhance efficiency and enable financial insights. He/she is motivated and willing to go beyond the expected and to be challenged by the unknown as the CSO Finance Team explores and defines new ways of working and pro-actively contributes to the achievements of these goals.

2. REPORTING LINES

The Senior Assistant, (CPoW) Contracting reports to Staff Officer (Fiscal, Accounting / P&C Officer). The post holder deputizes for the Buyer and for the Senior Assistant (Accounting and Travel) in case of absence.

3. QUALIFICATIONS

ESSENTIAL

The incumbent must demonstrate:

Professional /Experience

- About 7-year of relevant professional experience in the field, at least 3 in contracting and finance work.
- Should possess a sound knowledge of accounting & contracting practices. Should have good knowledge of computerized accounting.

- Experience in the preparation of travel itineraries and ticketing and use of internet suppliers.

Education/Training

- University degree (bachelor) with major subjects in accounting and contracting.
- Training in accounting & contracting practices and procedures, and in the use of Oracle/SAP Financial software or equivalent.

Language

Good knowledge of one of the two official NATO languages, English or French (SLP 3333), and fair knowledge of the other (SLP 3232). The work at the CSO is mainly conducted in English.

DESIRABLE

The following would be considered an advantage:

Professional /Experience

- Previous experience in a NATO or international Organization.
- Experienced user of financial software applications, in particular NATO FinS.
- Sound knowledge of NATO Financial Regulations.
- Previous experience in an Assistant position in an international environment, preferably in Finance & Contracting.

Education/Training

- Education and training in contracts' management.

Language

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

4. COMPETENCIES

1. Personal Attributes

- Good moral character.
- Trustworthy, loyal and with a high sense of responsibility.
- Good judgment and the initiation and maintenance of business relationships.
- Accuracy in report preparation.
- Good adaptability to new tasks.
- Ability to work and judge independently.

2. Managerial Responsibilities

- This position does not imply supervisory responsibilities. The incumbent supports the Head, OCO and Panel Executive Offices in the administration of the funds allocated to them and in all other financial and contractual aspects relating to the CPOW.

3. Professional Contacts

- Has daily contact with individual or organizational contractors from NATO & Partner nations.
- Works with Head, OCO and Panel Executive Offices in an interactive manner to fulfill responsibilities.

4. Contribution to the Objectives

The Senior Assistant, (CPoW) Contracting plays an essential part in supporting the execution of the annual S&T CPoW by managing efficiently the entire contractual and

administrative process for the scientists and scientific organizations.

This does not only contribute to the core mission of the CSO to manage and execute the S&T CPoW as approved by the Nations but also to ensure that the CSO attains the expectations towards a “World-class CPoW”.

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 14. The starting basic monthly salary is Euro 6.910 (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 reference documents without proper quotes (plagiarism), or any tools

available on internet, including but not limited to translation facilities, or generative artificial-intelligence (AI) 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 tools will be rejected without further consideration, 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.