



**Science and Technology  
Organization**

Neuilly-sur-Seine – France

## VACANCY NOTIFICATION

**Post Title:** Executive Assistant - Operations and Coordination Office  
STO Collaboration Support Office (CSO)  
**Grade:** NATO Grade G-10  
**Duty location:** Paris (Neuilly-sur-Seine), France  
**Duty start:** 01 July 2026  
**Closing date:** 11 May 2026  
**Post ref.:** CSO-OIS-0020  
**Vacancy ref:** 260506

*The competition for this post is provisionally scheduled to take place at the CSO in Paris (FR) during the week 24 or 25/2026 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 an Executive Assistant to one of its STO Level 2 Technical Committee (STC), composed of experts appointed by the member nations and NATO staffs integrating S&T information exchange and cooperative S&T activities.

**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 operational experts.

Under the direction and supervision of the Executive Officer, he/she is responsible for:

- In coordination with the hosting Nation, organizing logistical aspects of off-site activities, such as Business Meetings and Symposiums, and managing the administrative aspects for such meetings.
- In coordination with the internal CSO support services, organizing administrative and logistical aspects for on-site activities, such as Technical Team and Exploratory Team meetings.
- Advising Technical Teams and collecting, assembling, and verifying content lists of scientific publications for editing, approval and translation by the Publication Office.
- Supporting scientific messaging efforts by compiling Technical Committee provided content for communication products.
- In the area of Information / Project Management: developing methodology for administrative tasks. Maintaining records, contacts and database as required. Collaborating with colleagues to ensure an exchange of information and best practices implementation. Administrative management of the various projects (e.g. events organization, publication process) respecting deadlines, resources and priorities.
- Conducting pre-trips across the Alliance and to Partner Nations regarding future Symposia and Business Meetings. The incumbent must be able to advise on the necessity for a pre-trip, judge the adequacies of local arrangements, propose and advise the local Host Coordinator on venue, arrangements and organization of Symposia and Business Meetings. Supervising the local support staff provided by the Host Nations at these meetings.
- Representing the Technical Committee, in line with the delegation of duties and tasks given by the Executive Officer, in dealing with the CSO Staff, authorities in NATO and high-level persons working outside the CSO. In doing so, he/she uses in-depth knowledge and experience of CSO operating procedures, and acquired knowledge and experience to respond to queries.
- Contributing to the elaboration of the Decisions Sheets: proof-reading, editing and cross checking the contents of Decision Sheets and Agendas in collaboration with the Executive Officer as a joint editorial function.
- Providing the Senior Assistant (CPoW Contracting) the information required for initiating the contract procedures related to the Collaborative Program of Work (CPoW). Assisting in following-up with all contractors (consultants, Panel Members, Partners and others), in liaison with the Senior Assistant (CPoW Contracting).
- Preparing documents of non-technical nature for signature.

- Assisting the Executive Officer in the preparation and management of the Program of Work, the Cooperative Planning Program, and Consultant and Exchange Program Budgets. Initiating and maintaining up to date Technical Committee Spending Plan.
- Providing material for the preparation of agendas and associated documents, collecting and preparing background material for committee sessions of the Technical Committee.
- Preparing the Technical Committee's yearly travel plan and enter approved missions into the financial system. Arranging travels as required for the Executive Officer and self.
- Assisting as required the Security Office in ensuring that security procedures are followed, which may include taking care of classified mail and material.
- Performing other related functions as required by the Executive Officer.

## **2. REPORTING LINES**

The Executive Assistant reports to the Executive Officer.

## **3. QUALIFICATIONS**

### **ESSENTIAL**

The incumbent must demonstrate:

#### *Professional /Experience*

- 5-year experience as an administrative assistant, followed by two years in a administrative position at same level of responsibilities.
- Experience in the operation of computers, word processors and database software.
- Ability to carry out complex administrative tasks independently or with minimum supervision.

#### *Education/Training*

- Have successfully completed a post high-school specialized education as a multilingual personal assistant, or demonstrated equivalent training.
- Be able to take notes and write meeting reports

#### *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.

- Prior experience as an Assistant in a Scientific and/or Technological professional environment.

### **Education/Training**

- Advanced training in the use of office software suites.

### **Language**

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

## **4. COMPETENCIES**

### **1. Personal Attributes**

- Reliability, trustworthy, discreet, with high sense of responsibility.
- Good judgment.
- Ability to take initiative and to work independently. Should possess a flexible approach allowing the incumbent to respond reliably and competently to changing requirements.
- Willing to travel several times a year.
- Willing to accept occasional prolonged duty, especially on travel.
- Capable of working in a demanding scientific international environment.
- Personal qualities of tact, judgment, adaptability.
- Diplomacy and propriety in order to work harmoniously with colleagues and other staff, both civilian and military, from NATO and non-NATO Nations, as well as with staff from private scientific/industrial organisations.

### **2. Managerial Responsibilities**

- The incumbent is able to work independently whenever necessary and ensures the continuity of the activities on a day-to-day basis as well as during absences of the Executive Officer.
- Manages administrative and logistical aspects of the events and supervises local support staff provided by the Host Nations at meetings.

### **3. Professional Contacts**

- Liaises with individuals in high level scientific international programs, STC's Members, Authors, and attendees at meetings at varying senior levels, the Office of the Chief Scientist (OCS), the National Coordinators' offices.

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

- As the Executive Officers rotate every three years, the position of Executive Assistant, which is a NATO International Civilian Post, ensures the corporate memory of the STC's activities. This is important to assist the Executive Officer taking up duties and also in preparing and coordinating the execution of all administrative tasks associated with meetings, including Tasks Groups and Working Groups.

## **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 are performed during normal office work environment, with occasional long hours and regular business travel. The CSO is a non-smoking workplace.

## 7. EMPLOYMENT TERMS AND CONDITIONS

The position is at grade G 10. The starting basic monthly salary is Euro 5335.54 (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 24 or 25/2026).

**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.

