



## **ADVANCED NOTIFICATION OF “B” GRADE VACANCIES**

### **NATO SCIENCE AND TECHNOLOGY ORGANIZATION (STO) COLLABORATION SUPPORT OFFICE (CSO)**

#### **OPEN TO NATIONALS OF NATO MEMBER STATES ONLY**

**LOCATION:** CSO, Paris, France

**DIVISION:** Operations and Coordination Division (OCD)

**TITLE:** Assistant, STO Panel Office (several positions)

**GRADE:** B4

**SECURITY CLEARANCE:** NS

**VACANCY N°:** CSO-POA-2019

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**Please note that the competition is provisionally scheduled as follows:**

- **Deadline for applying: 25 February 2019**
- **Selection tests and interviews are planned on 4 and 5 April 2019, in Paris, France**
- **One position will be vacant in the STO Information Systems Technology (IST) Panel Office on 1 December 2019.**

This vacancy announcement is published in anticipation of several positions of Assistants for the Scientific Panels becoming vacant in the next 36 months. Successful applications will be kept on file, successful candidates will be informed of vacant positions as they occur.

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### **1. SUMMARY**

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.

The position title is Assistant to one of the Panels' Offices of the STO-Collaboration Support Office (CSO). A Panel is an STO Level 2 Committee composed of experts appointed by the member Nations and NATO staffs, integrating S&T information exchange and cooperative S&T activities. The Assistant reports to the Panel Executive Officer.

### **2. EXPERIENCE AND QUALIFICATIONS**

#### **The applicant shall:**

- Be a professional of administrative support with progressively responsible experience, and justify seven-year experience in a responsible administrative job.

- Demonstrate experience in conducting complex administrative tasks in autonomy or under minimum supervision; including support to the organization of national or international events (workshops, symposia, conferences, plenary meetings...).
- Possess linguistic skills to assist the Panel Executive Officer when communicating with various contacts and be able to perform routine translations. The working language at the CSO is English.
- Have successfully completed a post high-school specialized education and training as a multilingual personal assistant.

### **3. MAIN ACCOUNTABILITIES OF THE POSITION**

- Providing and assisting in organizing support to Panel activities, such as business meetings, technical activities including Symposia, Specialist Meetings, Workshops, Task Groups, Courses and other Panel functions.
- Ensuring the preparation of Call-for-Papers, Instructions to Authors, General Information Package, program announcements, preprints and proceedings of technical meetings ready for reproduction and dissemination. Responsible for collecting and assembling technical papers and Publication Clearance Releases, verifying formats, preparing front matter of publications to include Contents Lists, Preface, Committee Membership Lists, Abstract. Preparing and monitoring publications in liaison with the Publication office. Obtaining Executive Summaries for CSO approval and translation.
- 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/Panel 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/Panel Business Meetings. Supervising the local support staff provided by the Host Nations at these meetings.
- Representing the Panel Executive Office, in line with the delegation of duties and tasks given by the Panel Executive Officer, in dealing with the CSO Staff, authorities in NATO and high level persons working outside the CSO.
- Contributing to the elaboration of the Decision Sheets: proof-reading, editing and cross checking the contents of Decision Sheets and Agendas in collaboration with the Panel Executive Officer as a joint editorial function.
- Promoting contacts and liaising with individuals in high level scientific international programs (often up to the level of General Officer or equivalent) as a representative of the CSO on issues related to Panel activities.
- Performing other related Panel functions as appropriate.

### **4. INTERRELATIONSHIPS**

The incumbent must be able to work independently whenever necessary and to ensure the continuity of the Panel's activities on a day to day basis as well as during absences of the Panel Executive. He/she manages administrative and logistical aspects of Panel events and supervises local support staff provided by the Host Nations at Panel meetings.

The post holder liaises with individuals in high level scientific international programs, Panel Members, Authors, and attendees at meetings at varying senior levels, the Office of the Chief Scientist (OCS), the National Coordinators' offices.

## 5. COMPETENCIES

- Achievement (professionalism)
- Customer service orientation
- Clarity and Accuracy (communication)
- Initiative (planning and organizing)
- Self-control
- Teamwork
- Flexibility

## 6. CONTRACT

The starting basic monthly salary is Euro 4,013.34 (2019 rate) and is exempt from income tax. Additional allowances may apply, depending on the 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 concerned; 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.

## 7. HOW TO APPLY:

Applications **must** be submitted using one of the following links, as applicable:

- For NATO civilian staff members only: please apply via the internal recruitment portal (for more information, please contact your local Civilian HR Manager);
- For all other candidates: [www.nato.int/recruitment](http://www.nato.int/recruitment) (download document or copy and paste link to your browser).

### ADDITIONAL INFORMATION:

Due to the broad interest in NATO and the large number of potential candidates, telephone or e-mail enquiries cannot be dealt with.

Appointment will be subject to receipt of a security clearance at the required level (provided by the national Authorities of the selected candidate) and approval of the candidate's medical file by the Medical Adviser designated by the CSO.

Applicants who are not successful in this competition may be offered an appointment to another post of a similar nature, albeit at the same or a lower grade, provided they meet the necessary requirements.

Please note that we can only accept applications from nationals of NATO member countries.

NATO as an 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. The CSO a non-smoking environment.