



International Military Staff
Etat-Major Militaire International

Brussels - Belgium



OPEN TO NATIONALS OF NATO MEMBER STATES ONLY

Assistant (Multiple Posts) – 260917

Primary Location: Belgium-Brussels

NATO Body: International Military Staff (NATO IMS)

Schedule: Full-time

Application Deadline: 05-July-2026, 11:59:00 PM (Brussels time)

Grade: NATO Grade G8 – G10

No. of Vacancies: 9

***Through this requisition, NATO IMS and NSO will appoint qualified candidates to NATO Grades B3/G8 and B4/G10 posts for various Assistant roles ***

Please note that the competition for this post will be conducted on-site (NATO HQ, Brussels) and is tentatively scheduled to be completed by the third quarter of 2026.

We are seeking highly motivated Assistants from diverse professional backgrounds to join teams in the International Military Staff (IMS) and the NATO Standardization Office (NSO) at NATO Headquarters. Along with recruiting for current vacancies, we are establishing a B-level Assistant Pool for a range of administrative requirements across IMS and NSO.

1. Summary:

As an Assistant working at NATO HQ within the International Military Staff (IMS) and the NATO Standardization Office (NSO), you will support an organisational element with one or more responsibilities outlined below:

- Managing administrative and organisational tasks to keep your team running efficiently;
- Administratively support meetings and activities to ensure seamless planning;
- Supporting internal projects and office administration as needed and depending on the work of your section / team;
- Handling document and information systems, including updating databases and records;
- Contributing to improve office procedures and adapt to new challenges;
- Taking on additional administrative duties based on your team's needs.

Please click on the links below for the Vacancy Notices of the assistant roles within NATO IMS and NSO:

- I. [Assistant, Information Support and Archiving Section \(ISAS\)](#) - 3 vacancies;
- II. [Assistant, Information Processing Section \(IPS\)](#) - 1 vacancy;
- III. [Assistant \(Registry\)](#) - 2 vacancies;
- IV. [Administrative Assistant](#) - 2 vacancies;
- V. [Senior Assistant](#) - 1 vacancy;

2. Remarks:

- Security Clearance – NATO SECRET (NS) /NATO COSMIC TOP SECRET(CTS) (if not currently held, the incumbent must be eligible for this level of clearance).
- Work Environment – Normal office environment.

3. How to apply:

Applications must be submitted by **05 July 2026 (23:59 Brussels time)** using one of the following links, as applicable:

Please note that we can only accept applications from nationals of NATO member countries. Applications must be submitted using e-recruitment system, as applicable:

- For NATO civilian staff members only: please apply via the internal recruitment portal ([link](#));
- For all other applications: www.nato.int/recruitment

Applications are automatically acknowledged within one working day after submission. In the absence of an acknowledgement, **please make sure the submission process is completed, or, resubmit the application.**

NATO will not accept any phase of the recruitment and selection prepared or supported, 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.

4. Additional Information:

The successful applicant will be offered a three-year definite duration contract which may be renewed. If the successful candidate is seconded from a national administration, public institution or the armed forces of a NATO member state, he/she will be offered a three-year definite duration contract which may be renewed for a further period of up to three years. The maximum time of service in post for seconded staff is six years. Serving NATO international civilian personnel will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

Appointment will be subject to the deliverance of the appropriate security clearance by the national authorities and approval of the medical file by the NATO Medical Adviser.

Technical written assessment will be held as part of the selection procedure.

Applicants who meet the necessary requirements and who prove to be competent but who are not appointed to a vacancy as a result of this particular competition, may be considered for posts of a similar nature, albeit at a lower grade, which may become vacant in the near future.

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 and strongly encourages women to apply.

NATO is committed to fostering an inclusive and accessible working environment, where all candidates living with disabilities can fully participate in the recruitment and selection process. If you require reasonable accommodation, please inform us during your selection process.

Candidates will be required to provide documented medical evidence to support their request for accommodation.

Building Integrity is a key element of NATO's core tasks. As an employer, NATO values commitment to the principles of integrity, transparency and accountability in accordance with international norms and practices established for the defence and related security sector.

Selected candidates are expected to be role models of integrity, and to promote good governance through ongoing efforts in their work.

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

The nature of this position may require the staff member at times to be called upon to travel for work and/or to work outside normal office hours.

The IMS at NATO Headquarters in Brussels, Belgium, is committed to providing equality in working opportunities regardless of sex, race or ethnic origin, religion, disability, age or sexual orientation.

The IMS and NSO are a non-smoking environment.

For information about the NATO Single Salary Scale (Grading, Allowances, etc.) please visit our [website](#). Detailed data is available under the Salary and Benefits tab.

NATO does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. For more info, please click [here](#).