



International Military Staff
Etat-Major Militaire International



**VACANCY NOTIFICATION -
OPEN TO NATIONALS OF NATO MEMBER STATES ONLY**

Branch Head, Standardization Support/Executive Officer, NSO – 260042

Primary Location: Belgium-Brussels

NATO Body: NATO Standardization Office (NSO)

Schedule: Full-time

Application Deadline: 08-Mar-2026, 11:59:00 PM

Salary (Pay Basis): 9,604.83Euro (EUR) Monthly

Grade: NATO Grade G20

Please note that the competition for this post will be conducted on-site and is tentatively scheduled to be completed by the second trimester of 2026.

1. Post Context/Post Summary.

The NATO Standardization Office (NSO) initiates, coordinates, supports or administers all the NATO standardization activities that are conducted under the authority of the CS, provides standardization management support and standardization advice for the standardization community and supports the Military Committee Standardization Boards (MCSBs). The Standardization Support Branch supports the standardization community by providing IKM services, online access to NATO standards, and the translation of standards.

The Branch Head Standardization Support Branch is, under the authority of the Director NSO, responsible for the financial management, personnel & organizational issues and the overall administration and security of the Office. He/she assists the Director NSO in his managerial, supervisory and co-ordination functions with respect to the efficient and effective operation of the Branch comprising the Business Applications Section; Standards & Information Management Section and Linguistic Section. He liaises with the IMS for all the support received by NSO.

2. Principal Duties.

- a. The incumbent, as Standardization Support Branch Head is responsible for:
 - Planning, directing and supervising the work of the Branch.
 - Efficient and effective running of the NSO Information and Knowledge management Programme including the release of NATO Standards and supporting documents to Partner Nations and non-NATO nations in coordination with national authorities and appropriate NATO Bodies.
 - Efficient and effective use of ICT for standardization management support for the Office, NATO nations and NATO commands.
 - Development, implementation, operation and maintenance of the standardization business applications such as the NATO Standardization Document Database (NSDD), NATOTerm, NATO Standardization Programme (NSP), Working Group Forums, and provision of advice on improvements and content to appropriate NATO and national bodies.
 - Vetting all STANAGs and APs, in both official languages, submitted to Director NSO for promulgation and provide advice to Tasking Authorities or their representative involved in the staffing.
 - Assisting in the coordination of the establishment and maintenance of the NATO procedures for the development and production NATO standards.
- b. The incumbent will act, in liaison with the IMS, as an Executive Officer. In this functions, he/she:
 - Will establish and maintain NSO's administrative procedures and overall efficiency of the Office's administration and administrative support both for the peculiar standardization purposes and in relationship with the IMS Support.
 - Will ensure, in coordination with the MA and the Senior Assistant (ADMIN) that all incoming correspondence is reviewed and distributed to appropriate Branches, identify responsibilities where applicable and analyse, staff and prepare responses and actions as required in a timely manner.
- c. As Fund Manager is responsible for:
 - Managing within the limits of the authority delegated to him by the IMS Financial Controller, all NSO budgetary and financial functions in accordance with the NATO Financial Regulations and the NATO Civilian

Personnel Regulations.

- Planning and preparing the annual NSO budget outlines under the authority of DNSO for his approval.
 - Preparing the NSO inputs for the Coordinated Resource Proposal (CRP), the NSO Annual Budget Estimates, periodical reviews, and other budgetary documents as required in accordance with the guidelines of the Budget Committee (BC). Present and justify these documents to the BC during BC meetings as required.
 - Supervising the execution of the financial procedures and requirements for Partner activities including the Partnership Work Plan, preparation of budget requirements for partner activities, approval of expenditures and submission of reports.
 - Procurement, allocation, maintenance and replacement of NSO facilities, equipment and supplies for NSO operations.
- d. With regards to personnel will insure that:
- The overall personnel management within the NSO is conducted in accordance with IMS procedures through IMS HR.
 - The planning and coordination of the training for all NSO Staff and the training for civilian staff as part of the performance review and development programme in accordance with IMS procedures through IMS HR.
 - As NSO Security Officer will ensure awareness, application and implementation of NATO Security Regulations by NSO personnel in accordance with IMS regulations.
- e. Other:
- Act as NSO representative to NATO Bodies and Committees such as IS, IMS WGNT, BC and report to Committees such as CS, MC as appropriate
 - Stand in for the MA in his absence.

3. Special Requirements and Additional Duties.

Flexibility Clause. The incumbent may be required to perform other related duties as directed.

Deployment/Travel. The incumbent may be required to undertake TDY assignments both within and outside of NATO's boundaries and work irregular hours whenever necessary.

4. Essential Qualifications.

a. Professional/Experience:

- A minimum of 8 years cumulative experience in at least four of the following seven domains: Information and Knowledge Management (IKM); Information Technology; Security; Standardization; Human Resources; administration; or financial management.
- Have proven management and administrative ability gained in a Senior Staff or Command function in a national and international defence organization;
- Have the demonstrated ability, orally and in writing, to formulate complex issues in clear and convincing language.
- Computer literacy: Working Knowledge of Word Processing, Graphic Presentation, Database and Spreadsheet.

b. Education/Training:

A broad education, at least to university level or equivalent qualification.

c. Language:

- English (SLP) 3333

5. Desirable Qualifications.

a. Professional/Experience:

- Previous Military experience preferably in a NATO Joint Staff;
- Have a thorough knowledge of NATO financial regulations, rules and procedures;
- Broad knowledge of NATO Security regulations.

b. Education/Training:

- National Staff/Defence College

- University level education in Information Management, Information Technology, or a related field
- NATO Information and Knowledge Managers Course at the NATO School as soon as possible upon accepting.
- Language:
- French (SLP) 2222

6. Personal Attributes.

Dedication to the objectives of NATO Standardization, personal integrity, and willingness to assume responsibility for meeting the tasks are required prerequisites for this post. He/she requires sound administrative, financial and executive ability to work effectively across a range of rank levels in an international environment. Must have a good judgement and good negotiating skills, a high degree of tact, integrity and discretion. It requires judgement in the screening of requirements and proposal of financial priorities. Establishes contacts at all hierarchical levels and with different nationalities and has good communications skills.

a. Competencies.

- o Achievement: Creates own measures of excellence and improves performance.
- o Analytical Thinking: Sees multiple relationships.
- o Conceptual Thinking: Clarifies complex data or situations.
- o Customer Service Orientation: Uses a long-term perspective/acts as a trusted partner.
- o Impact and Influence: Uses indirect influence.
- o Initiative: Plans and acts up to a year ahead.
- o Teamwork: Works to build commitment.

b. Managerial Responsibilities.

The Branch Head Standardization Support must have the ability to exercise personal authority and supervise others to work in harmonious cooperation in a demanding environment with people of different nationalities and opinions, and be reliable and trustworthy. He/she is responsible for the planning, co-ordination and direction of the Standardization Support Branch comprising three sections.

7. Professional Contacts.

Staff level contacts at Branch Heads (OF/A-5) and Directors level (OF/A-7). In addition, as the NSO is NATO's focal point for standardization based at NATO HQ, liaison activity is diverse and some may be at a higher level with both military and civilian authorities.

8. Contribution to the objectives.

The post holder is responsible for one of the main objectives of the Office, the visibility and accessibility of all NATO standards to the maximum extent possible contributing to the interoperability of NATO and partner nation's forces within the limitations of NATO's Information Management Policy and NATO's Security Regulations. Harmonizing procedures for the development of NATO standardization documents also contributes to the objectives of the Office to ensure consistency of all NATO standards. Achievement of all Office's objectives depend substantially on adequate funding and sufficient personnel to support the work of the Branches. The post holder is also responsible for overall timely and adequate general support for the efficient operation of NSO.

9. Remarks.

- a. The incumbent provides continuity within the Office, he must be able to work with all ranks and grades due to the diverse responsibilities issued to his post and must be flexible and adaptable to changing situation and personality.
- b. Security Clearance – NATO SECRET (if not currently held, the incumbent must be eligible for this level of clearance).
- c. Work Environment – Multinational office environment and work with groups where members represent sovereign Nations.

10. How to apply.

Applications must be submitted by **08 March 2026 (23:59 Brussels time)** 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 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, 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.

11. 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.

A written test will be held as part of the selection procedure.

Applicants who meet the necessary requirements and who prove to be competent for the post but who are not successful in 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.

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 NSO 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 NSO is a non-smoking environment.