



**Science and Technology
Organization**

Neuilly-sur-Seine – France

VACANCY NOTIFICATION

Post Title: Senior Technician, Communication and Information Systems (CIS) – Science and Technology Organization (STO) - Collaboration Support Office (CSO)
Grade: NATO Grade G 10
Duty location: Paris (Neuilly-sur-Seine), France
Duty start: 01 October 2026
Closing date: 02 August 2026
Post ref.: CSO-CIS-0040
Vacancy ref: 261134

The in-person interview by the selection committee is scheduled on Wednesday 09 September 2026 at the CSO in Paris (FR). The competition will also comprise an online language test done few days before the interview and a written technical test to be done in-person on 08 September 2026 at the CSO in Paris (FR). Please kindly note that agenda is strict and the dates cannot be modified.

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.

CSO is currently and for the coming years facing a very exciting and challenging period with the implementation of a new ambition decided by NATO Nations and reflected in a 2030 vision and strategy.

The Science & Technology Organization (STO) Collaboration Support Office (CSO) is looking for a Senior Technician to support the Communication and Information System Branch, the CSO

personnel and more than 5 000 scientists and engineers of the STO Collaborative Programme of Work Structure.

Under the authority of the Branch Head “CIS Support”, the incumbent carry out the duties of Communications and Information Systems (CIS) Hardware and Software specialised Support Technician. All duties are performed under supervision; However, the post holders must be capable of acting autonomously in so far as routine tasks and problem-solving initiatives are concerned.

The functions of the Senior Technician (CIS Support) consist in:

1. Liaising with users to resolve level 2 and 3 issues (meaning in house but also within the CSO network). When performing the Service Desk function, determining issues, conducting diagnostics to document, prioritise, resolve or delegate issues.
2. Conducting investigation and resolution of complex issues through the execution of recognised diagnostic techniques, including the use of diagnostic software programs if necessary.
3. Providing user training and support for equipment and software applications deployed at CSO and on mission (both CIS and Telecommunications).
4. Creation and maintenance of user network and e-mail accounts; e-mail distribution and global address lists.
5. Configuration, issue, recovery and management of CSO Smartphones and Tablets, providing user instructions and continuous support, and monitoring service performance.
6. Installation and update of hardware and software applications on the various CSO networks and Internet where appropriate. Configuring, testing and trouble-shooting issues or requesting external IT contractor assistance, if necessary, in accordance with established contracts. Maintenance of documentation concerning configuration and change management. Hardware includes workstations, servers, VTC equipment and related CIS peripheral equipment and Telecommunications (including wireless and mobile) equipment.
7. Administration of the CIS physical and virtual infrastructure, respecting policy, security, antivirus, backup solution and storage requirements.
8. Identification, assessment and recommendation of opportunities to maintain best practice. Proposal of new and improvements to existing services and applications will be expected.
9. Maintaining the CIS inventory application. Equipment identification, location and loan control using tools and applications. Spare part and consumable item stock control. Delivery acceptance for conformity by identifying the various elements and quantities.
10. Managing and monitoring configuration and data back-ups. Back-up planning, programming, execution and archiving. Data retrieval on request.
11. Assisting the Branch Head “CIS Support” and Principal Technician Cyber Security in aspects of Information Security, for example the secure cryptographic equipment.
12. Administering the CIS virtual infrastructure. Installation and configuration including policy, security, antivirus, backup and storage solutions.
13. Updating documentation relating to CIS infrastructure, user, administration and installation guides, and operating procedures.
14. Performing duties of Alternate Cryptographic Custodian.

15. Operating the Service Desk when required.
16. Performing other related functions as required by the Branch Head (CIS Support).

2. AUTHORITY

The Senior Technician (CIS Support) reports to the Branch Head "CIS Support".

3. QUALIFICATIONS

ESSENTIAL

Professional /Experience

- a) Broad and sound experience in distributed Information and Telecommunications systems.
- b) Sound technical knowledge of both wide and local area networks.
- c) Sound knowledge of architectural design as applied to Computer and Telecommunications systems.

Education/Training

Higher Secondary education and completed advanced vocational training in Computing coupled with a minimum of 5 years professional experience working in the field of Information Technology or Telecommunications.

Language

Good knowledge of one of the two official NATO languages (SLP 3232) and elementary knowledge of the other (SLP 2121). The work at the CSO is mainly conducted in English.

DESIRABLE

Professional /Experience

- a) Familiar with the NATO Information Security policy.
- b) Experience in the design and implementation of complex IT security architectures.
- c) Experience with e-business.

Education/Training

Recognized certifications on IT systems/software.

Language

- a) Good knowledge of both NATO official languages.
- b) Knowledge of other European language(s).

4. COMPETENCIES

1. Personal Attributes

- a) Reliable, trustworthy, discreet, with high sense of responsibility, showing tact, diplomacy, courtesy and with a pleasant personality.
- b) Good judgment.
- c) Willing to take initiative.
- d) Capable of working in a demanding scientific environment.
- e) Flexible in response to changing requirements.

- f) Willing to travel on CSO business as required and to accept occasional prolonged duty, especially at meetings.

2. Managerial Responsibilities

The post holder may occasionally be required to supervise the work of contractors.

3. Professional Contacts

In the execution of his/her duties, the incumbent maintains close working relations with other members of the branch, CSO staff and STO members in an interactive manner to solve day-to-day problems and to satisfy operational requirements. He/she may attend meetings where CIS and Telecommunications requirements are discussed.

4. Contribution to the Objectives

The importance of Communications and Information Systems (CIS) in the operation of the CSO and the STO cannot be underestimated. CIS are not simply used as support tools to assist the CSO staff in their daily work, but rather as an architecture that underpins the way the CSO and the STO function. The incumbent of this position is essential to the operation of the CSO.

5. **SECURITY CLEARANCE LEVEL**

The applicant must be eligible for a NATO COSMIC TOP SECRET security clearance.

6. **WORKING ENVIRONMENT**

The CSO operates in an international, dynamic, multi-cultural environment. Normal office work environment involving occasional long working hours and frequent business travel abroad, including on weekends. 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 5,335.54 (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.

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 an open-end contract.

Serving staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations in force at the date of the contract.

The appointment is subject to the receipt by the CSO of a security clearance (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 here: <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 have an online written and oral test in one of the 2 NATO official language (FR/EN), one written technical test to be done in-person on 08 September 2026 at the CSO in Paris (FR) and they will be invited to attend an interview with the Selection Committee on 09 September 2026 at the CSO in Paris (FR).

Applications must include a resume, application letter and educational certificates.

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.