



**Science and Technology
Organization**

Neuilly-sur-Seine – France

VACANCY NOTIFICATION

Post Title: Principal Assistant, Personnel, Administration and Logistics
Science and Technology Organization (STO)
Collaboration Support Office (CSO)
Grade: NATO Grade G 12
Duty location: Paris (Neuilly-sur-Seine), France
Duty start: 1st Feb 2027
Closing date: 07 August 2026
Post ref.: CSO-CHF-0020
Vacancy ref: 261082

The in-person interview by the selection committee is scheduled on Wednesday 30 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 29 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.

The Personnel, Administration and Logistics (PAL) Branch includes the sections of Personnel and Administration, Facilities Management (FM), and Security. Facilities Management comprises general services, postal services, conference and reprographic services; Security

covers the physical protection of personnel, of the premises, and of the equipment required for the operations of the CSO.

The 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.

Key challenges facing the successful candidate will likely include to support the PAL Branch contribution to the implementation of the NATO STO Collaborative Programme of Work Strategy 2024-2030.

This implies in particular for the PAL Branch:

- Adapting the workforce through additional recruitments and alignment of the existing Job Descriptions to the findings of the ongoing CSO organisational study;
- Leading an ambitious infrastructure project including mid-term (temporary construction) and long-term projects (modernisation and enlargement).

And for the successful candidate:

- In a continuously evolving environment, support the team in the PAL Branch to maintain staff spirit and cohesion, and further develop a human centric workforce policy. Mastering the NATO Civilian Personnel Regulations (NCPR) will be key.
- Enhance the positive integration of additional or newly recruited staff within the PAL Branch and also more broadly within the CSO.

The Principal Assistant, Personnel, Administration and Logistics (PAL) performs Personnel and Administration functions (PAL), and supports the Facilities Management section, running Petty Cash and replacing the Section Head in case of absence. Personnel functions consists in the execution of HR functions and the supervision of the Assistant PAL. He/she is responsible for the processing of the incoming and the out-going of civilian and military personnel assigned to the CSO, for the upkeep of personal records and files, for the maintenance of a variety of administrative files, and for monitoring Staff presence. The work requires particular attention to details and accurate computation of data. The Principal Assistant deputizes for the Head of the Branch in absence of the incumbent.

RESPONSIBILITIES

Functions include:

- Operating the NATO-wide Personnel Management Information System (PMIS) to run the payroll for CSO NATO Civilian Staff. Maintaining and updating Staff records and database with changes affecting payroll, issuing payroll data to the Finance Branch for payment, issuing monthly pay slips.
- Preparing the justifications supporting changes to the monthly Payroll for the Branch Head review and approval. Reporting to and following direction and guidance from the Chief of Staff (COS), developing and maintaining the CSO Management Plan and the Health and Safety plan.

- Briefing new Military and Civilian Staff and advising them on administrative issues related to their assignment in France.
- Supervising the Assistant PAL in the preparation of administrative documents necessary to record arrival and departure of staff with NATO and national authorities. Interacting with IMPs, VNCs and civilian staff members regarding, protocol, privileges, and immunities.
- Allocating the tax-free schemes individual quotas to Staff. Coordinating with the Disbursing Officer the proper reconciliation of individual accounts. Maintaining all records of tax-free transactions in continuous good state of order for auditing purposes.
- Administering the CSO time management system, responsible for training Staff and monitoring proper recording of justifications of absence, including TDY.
- Supervising the proper edition and record of files transmitted to other internal and external stakeholders in areas of responsibilities.
- Running the CSO First-Aid training program, planning sessions and keeping record of certifications.
- Monitoring appointments and co-ordinates annual medical check-ups for civilian staff members.
- Assisting in developing and implementing the CSO Staff Performance Evaluation and Training Programs.
- Assisting in the planning process of the PAL part of CSO budget.
- Ensuring distribution of internal office notices, instructions, and updates to NATO Civilian Personnel Regulations and Directory, including verification of the latter.
- Drafting correspondence of a routine nature to national and NATO authorities. Doing minor translations as required.
- Providing expert assistance to other Sections of the Branch. Carrying out other administrative duties as required.
- Deputizing for the Branch Head in case of absence.

Special Requirements and Additional Duties

- Performing administrative security functions in absence of the Chief, Security

2. AUTHORITY

The Principal Assistant reports to Branch Head PAL.

3. QUALIFICATIONS

ESSENTIAL

The incumbent must demonstrate:

Professional /Experience

- Five years professional experience in a senior assistant position, in fields relevant to the post, including two years processing Payroll and Allowances.

Education/Training

Possessing a Higher National Diploma, or technical degree in Business Administration or HR.

Language

Good knowledge of both official NATO languages (SLP 3322). The work at the CSO is mainly conducted in English; a number of documents being processed are written in French.

DESIRABLE

The following would be considered an advantage:

Professional /Experience

- Expert knowledge of the NATO Personnel Management Information System (PMIS), or equivalent system in another International Organization.
- Sound knowledge of NATO CPRs.
- Two-year professional experience in an international environ.

Education/Training

- Specific education and training in HR or personnel administration.
- Certified Project Manager.

Language

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

4. COMPETENCIES

Personal Attributes

- Reliable, trustworthy, discreet, with high sense of responsibility.
- Willing to take initiative and able to work under little supervision.
- Capable of working in a demanding international environment.
- Flexible in response to changing requirements.
- Willing to accept occasional prolonged duty.

Managerial Responsibilities

- The incumbent supervises the Assistant PAL, and deputizes for the Head of the Branch in case of absence. The incumbent is also expected to train and assist the Section Head Security and the Section Head Logistics, both are NCO positions, at their starting of duty.

Professional Contacts

- Multiple daily contacts with Staff Members of all grades and categories (NIC, IMPs, VNCs, Contractors).
- The incumbent is the primary Point-of-Contact with NATO HQ and other NATO bodies on PMIS issues.
- Provides advice to Staff members of all grades on issues relevant to the fields of activities.
- Frequently interacts with counterparts in other NATO bodies, and other officials in French administration offices.

Contribution to the Objectives

- The timely and accurate preparation and issue of pay slips is an important factor contributing to good working atmosphere. The accuracy of information provided to the Staff also plays an important role in the well-being of Staff Members and positively reflects on the Branch and also on the CSO and NATO when addressing external contacts.
- This post brings in an important value in the integration of newly recruited Staff Members, in particular for governmental Staff on International Military Posts for their incoming procedure with the host nation authorities.

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. Normal office work environment involving occasional long working hours and business travel abroad, including on weekends. The CSO is a non-smoking workplace.

7. EMPLOYMENT TERMS AND CONDITIONS

The position is at grade G 12. The starting basic monthly salary is Euro 6,072.35 (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 29 September 2026 at the CSO in Paris (FR) and they will be invited to attend an interview with the Selection Committee on 30 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.