



**Science and Technology
Organization**

Neuilly-sur-Seine – France

VACANCY NOTIFICATION

Post Title: Staff Officer Human Resources, Personnel, Administration and Logistics
Science and Technology Organization (STO)
Collaboration Support Office (CSO)

Grade: NATO Grade G 15

Duty location: Paris (Neuilly-sur-Seine), France

Duty start: 1st October 2026

Closing date: 07 August 2026

Post ref.: CSO-CHF-0080

Vacancy ref: 2611148

The in-person interview by the selection committee is scheduled on Wednesday 23 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 22 September 2026 at the CSO in Paris (FR). Please kindly note that agenda is strict and the dates cannot be modified.

*The post is a **Project Linked NATO International Civilian (PLN)** position of three years including a six months probationary period. PLN contracts end automatically upon completion of the project or after the three-year period has expired.*

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:

- Advise the Branch Head PAL, co-lead HR projects, develop HR policies, manage recruitment and onboarding, coordinate training, supervise the payroll process, conduct HR analytics and deputize for the Branch Head PAL when required.
- 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.

The Staff Officer HR Policy, supports the Personnel, Administration and Logistics (PAL) Branch in the design and implementation of HR policies and projects under the direction of the Branch Head (PAL). His/her functions consists in providing counseling on policies and procedures and the coordination of the HR activities of the Principal Assistant (PAL) and the Assistant (PAL). He/she is responsible for the CSO HR Policies, recruitment procedures, onboarding program, training plan as well as the planning of the Cohesion/well-being activities.

The Staff Officer Human Resources deputizes for the Branch Head (PAL) in absence of the incumbent.

RESPONSIBILITIES

Functions include:

HR POLICIES, PROCESSES AND PROCEDURES

1. Developing, interpreting, executing and maintaining all HR policies, processes and procedures in the framework of the NATO Defense Manpower Committee procedures, the NATO Civilian Personnel Regulations (including NATO disciplinary procedures), the CSO HR Strategy, the CSO Personnel Policy and the host nation labor laws when applicable.
2. Updating and issuing administrative memos, internal notes to the Staff, the CSO Personnel Policy, recruitment procedures, onboarding programs, training plan, the CSO performance management and assessment system, the Permanent Instructions as well as the cohesion/well-being programs.
3. Maintaining the link with the Advisory Panel to contribute to all studies, projects and developing an HR network with the other NATO entities for standardization, benchmarking and best ideas collection.

TRAINING PLAN

4. Developing a training plan associated to every position.
5. Organizing and monitoring the execution of the CSO yearly training plan based on the career plans and associated training activities.
6. Developing and managing a portfolio of common interest training programs and language courses.

COHESION/WELL-BEING ACTIVITIES

7. Planning for cohesion/well-being activities, acting as Project Manager for such activities, supported by the Assistant (PAL), to plan and execute the activities to maintain a motivating, effective and innovative workplace. Engaging with the Branch Head (PAL), the leadership and the CSO staff to create a CSO culture.
8. Acting as PAL's PoC for preparing the yearly staff seminar with a special focus on the staff survey and the tracking of follow-up actions.

The Incumbent will also be responsible for:

RECRUITMENT PROCEDURES/PROCESSES AND ONBOARDING PROGRAMME

9. Under the supervision of Branch Head PAL, conducting tasks in areas of recruitment from posting to exploiting, selecting and recruiting.
10. Developing and supervising the newcomers' onboarding program.

SUPPORT TO BRANCH HEAD (PAL)

11. Supporting the Branch Head (PAL) in transformative initiatives implying innovating working methods.
12. Executing the directives of the Branch Head (PAL) on implementing the HR Strategy and HR policies.
13. Assisting the Branch Head (PAL) in monitoring the Personnel and training budget.
14. Capacity to cover all functions of the Branch Head for a limited period of time and with specific guidance.

PAYROLL

15. Supervising the preparation of the payroll for the CSO NATO Civilian Staff by the Principal Assistant (PAL) on the NATO-wide Personnel Management Information System (PMIS), and be capable to prepare the payroll if necessary.

HR ANALYTICS

16. Conducting workshops, studies, strategic and predictive HR Data Analytics, build metrics, KPIs, dashboards and identifying best practices related to talent acquisition, retention, training, staff effectiveness and productivity, organizational design, change management, diversity and inclusion. Translating findings in recommendations, policies and actions. Preparing reports/statistics as required for informed decision-making by the Branch Head (PAL).

Special Requirements and Additional Duties

- Performing other related functions as required by the Branch Head (PAL).

2. AUTHORITY

The Staff Officer Human Resources reports to the Branch Head (PAL). He/she coordinates the HR activities of the Principal Assistant (PAL) and the Assistant (PAL).

3. QUALIFICATIONS

ESSENTIAL

The incumbent must demonstrate:

Professional /Experience

- Seasoned professional with experience in a similar HR position. Minimum five years' experience in HR functions with supervisory responsibilities.
- Familiar with International Organizations personnel regulations.

- Familiar with HR concepts and policy design.
- Ability to initiate and lead projects in the domains of the HR Policies, onboarding and training, Cohesion/well-being activities, talent acquisition and management.
- Ability to communicate effectively and with diplomacy, orally and in writing, to develop concept and present ideas in clear and concise manner to the leadership and staff.

Education/Training

University degree in Human Resources management labor sciences, organizational management or other relevant fields.

Language

Very good knowledge of one of the two NATO official languages (4444), good knowledge of the other (SLP 3333). The work is mainly conducted in English, interaction with host Nation's representatives is conducted in French.

DESIRABLE

The following would be considered an advantage:

Professional /Experience

- Sound knowledge of the NATO Civilian Personnel Regulations.
- Good knowledge of the NATO Military Manpower Policies and Procedures.
- Good knowledge of NATO Personnel Management Information System (PMIS)

Education/Training

- Graduate degree (Masters or Ph.D) in a related field.
- Extensive knowledge of the NATO Civilian Personnel Regulations.
- Experience in an international organization.
- Certification in Project Management.
- Training in the host Nation labor law.

Language

- Knowledge of other European language(s).

4. COMPETENCIES

Personal Attributes

- Analytical and conceptual thinking.
- Clarity and accuracy.
- Written and oral communication.
- Organization.
- Customer service, problem-solving and flexibility.
- High sense of Initiative.
- Influence and negotiation skills
- Leadership and decision-making aptitude.
- Strong ethics, reliability and discretion.
- Teamwork attitude.

Managerial Responsibilities

The incumbent is the advisor to the Branch Head (PAL) in his/her areas of responsibilities, providing expert knowledge in manpower and personnel.

The postholder is responsible for the execution of projects in Human Resource as instructed by the Branch Head (PAL). The Staff Officer Human Resources coordinates the HR activities of 2 NATO Civilian Staff, the Principal Assistant (PAL) and the Assistant (PAL).

Professional Contacts

- The post holder is the focal point for matters relevant to HR for both internal and external stakeholders.
- On behalf of the Branch Head (PAL) or on own initiative, liaises with HR experts at NATO Headquarters, other NATO bodies and the Coordinated Organizations, on subjects involving HR policies and procedures. Create a solid HR resource network to stay abreast of contemporary developments in HR.
- Incumbent represents the Branch Head (PAL) in case of absence and attends NATO meetings in relevant areas of responsibilities.
- Maintains relationship with professional counterparts at NATO Headquarters and in other NATO bodies.
- Daily relationship with CSO Staff and support to the Branch Head (PAL) on addressing Staff concerns.

Contribution to the Objectives

The position is key to conquer, develop and retain an efficient workforce, which constitutes CSO's most valuable asset.

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 15. The starting basic monthly salary is Euro 7,558.34 (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.

The post holder will benefit from 30 days annual leave, life and medical insurance, a retirement pension plan, education allowance for dependent children and biennial home leave if eligible.

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The CSO Director will appoint the selected candidate through the signature of his/her contract. This contract will be ruled by the NATO Civilian Personnel Regulations.

The appointment is subject to the receipt by the CSO of a security clearance at NATO SECRET level (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 22 September 2026 at the CSO in Paris (FR) and they will be invited to attend an interview with the Selection Committee on 23 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.