



**Science and Technology
Organization**

Neuilly-sur-Seine – France

VACANCY NOTIFICATION

Post Title: Executive Officer Kinetic Effects (KIE),
Operations and Coordination Branch
Science and Technology Organization (STO)
Collaboration Support Office (CSO)
Grade: NATO Grade G 17
Duty location: Paris (Neuilly-sur-Seine), France
Duty start: 01 October 2026
Closing date: 14 August 2026
Post ref.: CSO-KIE-0010
Vacancy ref: 261158

The competition for this post is provisionally scheduled during the first or second week of October 2026 at the CSO in Paris (FR) and will comprise an online language test and in-person interview by the selection committee.

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 Staff Officer to support the new Capability Coordination Group (CCGs) in the STO Collaborative Programme of Work Structure.

The position title is Executive Officer for the Kinetic Effects Scientific and Technical Committee of the Collaboration Support Office (CSO) which is an Executive Body of NATO STO. The KIE STC is one of the STO level 2 Committees, composed of experts appointed by the Member Nations and NATO Staffs, integrating S&T information exchange and cooperative S&T activities. A NATO Member Nation provides the incumbent.

Functions include:

- Assisting the STC Chair in the development of, and assisting the Director of the CSO in the planning, programming and budgeting of that part of the STO Collaborative Program of Work (CPoW) related to the KIE STC.
- Providing technical, administrative advice and guidance to assist the STC in development of a dynamic program that is carried out, in a vigorous manner, in accordance with the mission, policies and directives of the STB and NATO S&T Strategy and Priorities.
- Reviewing, analyzing and distributing relevant technical information from NATO and non-NATO S&T documents to inform the STC members in considering cooperation and collaboration opportunities and in developing the STC Program of Work.
- Managing the administrative and logistical support of STC activities, including business meetings, symposia, specialist meetings, working groups, courses and other STC functions. This includes the pre-planning for and organization of the various meetings, which are held throughout the NATO community and require tactful and detailed co-ordination, preparing and distributing Summary Records and other reports required to keep the STC informed of administrative actions and procedures relating to the operation.
- Developing, managing and continually updating a detailed yearly budget and funding schedule for the approved STC program, and periodically briefing the Director on its current status during program reviews.
- Providing guidelines for the selection of, initiating and monitoring contracts for scientists and engineers to write, edit, and review material for STO publications and to participate in co-operative programs amongst the NATO Nations.
- Supervising the editing of the Executive Summaries, Abstracts and Keywords of the STC's STO publications and overseeing the preparation of and reviews of these publications for printing.
- Overseeing the effective implementation and management of Support Projects to the Supported Nations, including ensuring proper reviews and approvals are received, contracts for participants are issued, and ensuring status and final reports are submitted.
- Initiating contracts allowing STC Members from the Supported Nations to attend STC Meetings.

- Ensuring the promotion and maintenance of proper communication with individuals in high level international programs as a representative of the CSO on issues related to STC activities.
- Assisting the Head OCO in the planning and execution of Consultant Programs.
- Serving as Technical Advisor to the Director of the CSO in the area of urgent Alliance S&T needs and preparing studies and other assignments within their technical specialty or from other expertise available on the STC as may be required.
- Planning, directing and supervising the work of the Executive Assistant assigned to the KIE STC.
- Performing other staff functions as requested by the Director of the CSO if appropriate and feasible within the Executive Officer's capacity.

2. REPORTING LINES

The KIE STC Executive Officer reports to the Head Operations and Coordination Office (OCO). He/she supervises the Executive Assistant to the STC.

3. QUALIFICATIONS

ESSENTIAL

The incumbent must demonstrate:

Professional /Experience

- Five years experience in science and technology organisations.
- A broad knowledge in at least one discipline relevant to the STC's scope or the field of emerging or rising technologies.
- Experience in writing, editing, and preparing technical reports and studies for presentation and publication is required.
- Experience in planning and managing scientific and technical meetings is required.
- Initiative, tact and the capacity to co-operate and work harmoniously with civilian and military personnel from the NATO nations are essential qualifications.

Education/Training

- A degree from an accredited college or university or equivalent qualification is required.
- Ability to assess research requirements and to plan, co-ordinate, and evaluate research as it relates to these requirements.
- Skill in administrative and technical management of research and development programs.
- Skill in communicating orally and in writing to present facts and recommendations in clear, concise, and logical terms to appropriate personnel.

- Initiative, tact and the capacity to co-operate and work harmoniously with civilian and military personnel from the NATO nations are essential qualifications.

Language

Excellent Good knowledge of one of the two official NATO languages (SLP: 3333) and a fair knowledge of the other (SLP: 2222). The work at the CSO is mainly conducted in English.

DESIRABLE

The following would be considered an advantage:

Professional /Experience

- A broad knowledge of technical sciences with an Information Systems Technology experience related to the defence environment.
- Experience in office procedures and management skills.
- Knowledge of NATO Organisations, Policies and their supporting implementation documents.

Education/Training

- Post-graduate studies in an area relevant to the position.

Language

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

4. COMPETENCIES

1. Personal Attributes

- Leadership.
- Initiative.
- Tact and capacity to co-operate and work harmoniously with high-level civilian and military personnel of different NATO nations.
- Reliability.
- Trustworthiness, discretion and high sense of responsibility.
- Demonstrated capability to supervise personnel

2. Managerial Responsibilities

The incumbent oversees the work of the STC Executive Assistant

3. Professional Contacts

- The incumbent is responsible for an extensive network of professional contacts within NATO and international delegations of government, academia and industry representatives.
- The incumbent must use diplomacy, initiative, flexibility, and a highly imaginative approach to problem solving in negotiating with the network of professional contacts.

4. Contribution to the objectives

This position is of primary importance for achieving the objective of maintaining a world class Collaborative Program of Work (CPoW). The post holder is the cornerstone stone for the proper functioning of the KIE STC.

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 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 17. The starting basic monthly salary is Euro 9,314.85 (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.

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.

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 be invited to attend an interview with the Selection Committee in Paris, France during the first or second week of October 2026.

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.