



**Science and Technology
Organization**

Neuilly-sur-Seine – France

VACANCY NOTIFICATION

Post Title: Deputy Director and Chief of Staff - STO Collaboration Support Office (CSO)
Grade: NATO Grade G 22
Duty location: Paris (Neuilly-sur-Seine), France
Duty start: 01 August 2027
Closing date: 20 November 2026
Post ref.: CSO-GCX-0010
Vacancy ref: 261651

The competition for this post is provisionally scheduled on 12th Jan 2027 at the CSO in Paris (FR).

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 nine STO Scientific and Technical Committees (STCs). The CSO facilitates the world's largest and most vibrant scientific network for defence and security. More than 6 000 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 its Deputy Director and Chief of Staff. The Deputy Director is second in authority in the Office; the post holder is also Chief of Staff. He has a pivotal role in the CSO, internally and externally oriented, advising the Director on strategic managerial issues, coordinating with the STO/OCS and key partners for strategic direction, policy and planning, while providing the CSO Offices and Branches with guidance to execute the missions/tasks given to the CSO and to meet the objectives given by the Director. The Deputy Director also brings continuity in the CSO

leadership. The function Chief of Staff is supported by the COS Office made up of four people (COS, Policy & Outreach Officer, Staff Officer Plans & Coordination, Assistant COS Office). The Deputy Director is the Security Officer and the Information Management Senior Official of the Office.

This position is likely to evolve in the mid-term with a split of the functions Deputy Director and Chief of Staff. In that case, the incumbent will remain Deputy Director and CSO will recruit a separate Chief of Staff. Consequently, the functions attached to the COS as described below will move totally or only partly from D-Dir and COS to COS and the Deputy Director will be in charge of additional strategic missions on the request of the director.

Functions include:

As Deputy Director, he/she:

- Represents the Director when and where needed;
- Organizes, contributes to, and supervises the coordination with the OCS to provide assistance and support to the STB, the Chief Scientist, his/her staff, as well as to address strategic direction, policy and planning issues;
- Orients and supervises the coordination with the primary stakeholders (the OCS, the CMRE, ACT) to prepare and execute the main STO events (e.g., the STB meetings, P&PW and the annual ACT coordination meeting);
- Organizes, contributes to, and supervises the coordination with partners (such as ACT, the STO/CMRE, the Centers of Excellence, etc.) for strategic direction, policy, and planning of activities of common interest;
- Represents the STO, the CSO or the Director, as requested, in seminars, meetings, conferences, or any other S&T event of interest, within the overall STO Outreach framework;
- Attends Scientific and Technical Committees Plenary Meetings on behalf of the CSO Director;
- Liaises with the CSO Host Nation civil and military authorities to obtain the appropriate support needed from the Host Nation, including the security coordination and support;
- Facilitates the cooperation with the French S&T, industry and military organizations to strengthen their involvement into the STO activities;
- As Security Officer, and in relation with the host nation authorities and the NATO Office of Security, the incumbent is responsible for the security of the personnel and of the premises.

As Chief of Staff, he/she:

- Oversees and coordinates the work of all branches and office. This includes also workload management, supervision of training and education program, supervision of the facility management plan process, the risk management and business continuity program and the health and safety function
- Supervises the internal administrative management of the CSO and ensures the global coherence of the actions taken by the different Offices and Branches;
- Provides the Operations & Coordination Office (OCO) with policy guidance and prioritization to manage the support dedicated to the CPoW activities and other S&T activities supported by the CSO; in particular he/she proceeds to the signature of

contracts related to the Collaborative Program of Work (CPoW) with the Director's permanent delegated signature authority;

- Oversees the effective and efficient preparation and execution of the CSO budget and the procurement processes;
- Oversees the preparation and execution of the CSO Travel Plan;
- Contributes to and favors the development of the social life and activities at the CSO.

In both roles, the incumbent performs other functions as required by the Director.

2. REPORTING LINES

The Deputy Director / Chief of Staff reports to the Director.

3. QUALIFICATIONS

ESSENTIAL

The incumbent must demonstrate:

Professional /Experience

- Experience of high-level contacts with senior military and/or political leadership, exercised during the last professional assignment (min. 2 years).
- Knowledge of capability development processes.
- Knowledge of science and technology organizations.
- Knowledge of programs and activities within NATO and NATO Nations S&T communities.
- Minimum 7 years of management experience in planning, programming and budgeting at various responsibility levels.
- Practical experience in the conduct of international relations and demonstrated ability to work effectively in an international environment with scientific and/or military personnel at all levels.
- Practical experience in security matters.
- Knowledge of information management.

Education/Training

- A university degree (Master level) or engineering diploma.
- Broad knowledge of military technology.
- Advanced training in management, or an equivalent cross-functional management experience.

Language

Very good knowledge of both NATO official languages (SLP 4343).

DESIRABLE

The following would be considered an advantage:

Professional /Experience

- Prior experience in knowledge and information management, possibly in the fields of security and/or defence.
- Extensive operational military experience, gained over the years.
- Knowledge of administration and management of Science or Technology enabling functions, possibly in the fields of security and/or defence, with an international dimension.
- Broad operational and general knowledge of military technology.
- Experience in scientific and military Research, Technology, and Development (R&T/D).
- Experience in working with the French civilian and military organizations and authorities.

Education/Training

Attendance at high level defense and security oriented training course (National, NATO, EU,...).

Language

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

4. COMPETENCIES

4.1. 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.

4.2. Managerial Responsibilities:

This position has a central role in the operations of the CSO. In addition to being second in authority with the delegated authority to act for the Director in every aspect of the CSO activities, this post is responsible for the whole resources of the CSO, which includes Personnel, Budget and Finance, Security, Communication and Information Systems, and Facilities Management, the definition and implementation of their policies, proper planning and execution.

4.3. Professional Contacts

- Works with high level contacts in NATO HQ and in the Nations for the overall support of the Office and the STO PoW.
- Deals with Members of the Science and Technology Board, national Co-ordinators, STC Chair Persons and CSO staff.
- Deals with high level scientists, engineers and military personnel from NATO Nations.
- Participates to high level meetings as necessary or required by the Director.

4.3. Contribution to the objectives

The Deputy Director ensures the continuity of the authority and responsibility at the CSO, this is of particular importance as the operational model of the CSO requires the Director to interact in person outside the Office with all the S&T stakeholders, within NATO and the Nations, in the execution of and the support to the STO CPoW. This position has a central role in the operations of the CSO, as being responsible for the management of resources, which is of particular importance to the STO as they allow a safe and efficient collaborative environment, essential to the execution of the STO Collaborative Program of Work.

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 22. The starting basic monthly salary is Euro 12.555 (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 selected candidate will be offered a definite duration contract of three years including a six months probationary period. Upon performance, a follow-up contract might be offered to the incumbent. By essence, this post is considered as rotational and follow-up contracts shall be definite contracts IAW the provisions of the NATO Civilian Personnel Regulations (e.g. with a cumulative total of a maximum of 9 years in the role).

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 COSMIC TOP 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 (mid-Jan 2027).

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.