

**Staff vacancy n°: 261664****Staff Assistant (Collation) - OJC OIPX 0070**

Primary Location: Ulm, Germany

NATO Body: Headquarters Joint Support and Enabling Command (HQ JSEC)

Schedule: Full-time

Application Deadline: 11-November-2026, 11:59:00 PM

Basic Salary: EUR 5,260.65 Monthly

Grade: NATO Grade 10

Clearance Level: NATO Secret

Qualified candidates are invited to apply through the e-recruitment system, which can be accessed [here](#)

Serving NATO International Civilian staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations. In accordance with current policy, newly recruited staff will be offered a three-year contract which may be extended, subject to a satisfactory recommendation, to an indefinite duration contract.

Applications from NATO redundant staff members of the same grade will be considered with priority.

Notes for candidates:

Applications must be submitted using the e-recruitment system. Applications and other documents will not be reviewed if sent through other formats (including email, social network, etc). Candidates should particularly note: When completing the application form using NATO Talent Acquisition Platform, you are able to add attachments. Only attachments specifically asked for as part of the application process will be considered.

Particular attention should be given to Education and Experience section of your application form, which should be populated with details of your career to date and educational achievements and certifications as they relate to your application.

All pre-screening questions should be answered completely. Expressions such as: “please see attached CV, please see annex, please see enclosed document, etc” are not acceptable.



Before you apply, we encourage you to [watch this video](#) providing 6 tips to prepare you for your application and recruitment process. Do you have questions on the application process in the system and not sure how to proceed? [This video](#) contains the information you need to successfully submit your application on time.

Appointment will be subject to receipt of a security clearance, approval of the candidate's medical file by the NATO Medical Adviser, verification of the academic background and work experience.

Due to the broad interest in HQ JSEC and the large number of potential candidates, telephone or email enquiries cannot be dealt with.

For more information on JSEC, please visit our [website](#).

This vacancy will be closed on 11 November 2026, at 11:59:00 PM (CET)