



International Military Staff  
Etat-Major Militaire International

Brussels - Belgium



**OPEN TO NATIONALS OF NATO MEMBER STATES ONLY**

**Staff Officer, Communication Information Systems – 260492**

**Primary Location:** Belgium-Brussels

**NATO Body:** International Military Staff (NATO IMS)

**Schedule:** Full-time

**Application Deadline:** 10-May-2026, 11:59:00 PM

**Salary (Pay Basis):** 6,713.06Euro (EUR) Monthly

**Grade:** NATO Grade G15

**DIVISION:** *International Military Staff (IMS)*  
*Logistics and Resources (L&R)*  
*Investment and Finance Branch (IFB)*  
*Investment Section (INV)*

**Please note that the competition for this post will be conducted on-site (NATO HQ, Brussels) and is tentatively scheduled to be completed by the third quarter of 2026**

**1. Post Context:**

The Logistics and Resources Division (L&R) advises and provides staff support to the Military Committee (MC) and all relevant committees as the strategic focal point for all matters concerning NATO military concepts, policy, doctrine and procedures for logistics, medical, workforce, investment and financial resources, L&R also provides staff support for the administration of NATO Medals.

The Investment and Finance (I&F) Branch (IFB) provides military advice and oversight for all aspects of the NATO Security Investment Programme (NSIP) and the Military Budget (MB), specifically for policy, planning management and implementation purposes, IFB provides a military focus within NATO HQ for all aspects of the Common Funded Capability Delivery Governance Model (CFCDGM), ensuring that the resources identified for the provision of military capability are coherent with Alliance military requirement; and contributes to the military justification for operation and capability requirements, providing advice and oversight.

The Investment Section (INV) manages all activities related to the decision-making process inherent in the CFCDGM that pertains to the MC. As such, the section is responsible for staffing, screening and analysing programme documents (i.e. management products) related to the CFCDGM, as well as monitoring and reporting

their progress. INV provides the MC with advice and recommendations to enable an informed decision-making process, and represents the MC at the Investment Committee (IC).

The Staff Officer is responsible to the Section Head Investment for all activities related to Information and Communication Technology (ICT), specifically for Communication and Information Systems (CIS) and Cyber programmes. In addition, the Staff Officer is responsible for secretariat work for the Military Committee Working Group for Resources (MCWG(RES)).

## **2. Principal Duties:**

The incumbent is responsible for:

- Acting as Lead-Officer for IMS cross-divisional work in the CFCDGM, specifically for the drafting of joint IMS/IS staff advice. This implies leadership and coordination activities with actors in other IMS Divisions, the Strategic Commands, and NATO Office of Resources (NOR), in addition to procedural and administrative activities.
- Advising, consulting, staffing, and briefing all CIS and Cyber related programmes under CFCDGM procedures that may require a specific MC monitoring or decision.
- Support drafting policies and procedures that relate to the common funded capability delivery.
- Supporting Section Head in performing secretarial work for the MCWG(RES), L&R in preparing meetings, summary sheets and updating the MCWG work plan as required.
- Drafting MC documents as part of the MC decision making process within the CFCDGM as well as for Urgent Requirements (UR) used in conjunction with the CFCDGM.
- Representing the IMS at NATO Committee meetings dealing with investment matters pertaining to common funding.
- Maintaining liaison with the IS NOR, SCs, MCWG(RES) representatives, and other IMS staff, as well as NATO Agencies with a special focus on the common funded capability delivery process.
- Acting on behalf of the Section Head during his/her absence or when required.

**3. Special Requirements and Additional Duties:**

- The incumbent may be required to undertake TDY assignments both within and outside of NATO's boundaries and work irregular hours whenever necessary.
- The incumbent may be required to perform other related duties, albeit in the same geographical location.
- May perform duties in the NATO HQ Crisis Management Organization.

**4. Essential Qualifications:**

The incumbent must have:

**a. Professional/Experience:**

- At least 3 years' experience some of which were gained at staff level in a military or governmental organization or major private multinational companies as a programme or project manager, in planning/delivering/leading/advising ICT systems, programmes and projects.
- Knowledge and experience with military CIS systems and C3 capabilities and ICT Services.
- Ability to communicate clear, logical, persuasive, and succinct arguments in oral and written form with both military and civilian staff in an international environment.
- Computer literacy. Advanced working user experience with MS Office Suite.

**b. Education/Training:**

- Bachelor's degree (ISCED level 6, categories 64 and 65) in the field of information technology or cybersecurity, from a university, college, institute or defence institution of recognized standing. Exceptionally, the lack of a university degree may be compensated with a higher secondary education and at least 5 years of experience in duties related to the function of the post.
- At least one widely recognised programme/ project management qualification such as Managing Successful Programmes (MSP); Projects in Controlled Environments (PRINCE2); Project Management Professional (PMP).

**c. Languages:**

Candidates must have an advanced level of spoken and written English. The working language in the IMS is English and therefore candidates will be required to pass a

one-hour multiple-choice computer-based test in English at the required level as well as to demonstrate their abilities in the written test and interview.

## 5. **Desirable Qualifications:**

The following would be considered an advantage:

### a. **Professional/Experience:**

- Knowledge of the NATO organization, its internal structure and procedures, including ACO and ACT, and other financial, technical and administrative directives.
- Previous experience of working in an international political-military environment comprising both civilian and military elements.
- Previous NATO Staff experience.
- Understanding of NATO CIS organization and NATO C3 capabilities and ICT Services.
- Background in committee work, preparing and delivering presentations for a variety of stakeholders and engaging representatives to reach consensus.
- Experience in Defence Planning.

### b. **Education/Training:**

- NATO Resources Management Education Program Course at NATO School Oberammergau.
- NATO Staff Officer Defence Planning Course at NATO School Oberammergau.
- Network Security Course at NATO School Oberammergau.
- Widely recognised Risk Management qualification.
- PRINCE2 Foundation.

### c. **Languages:**

An elementary level of French.

## 6. **Personal Attributes:**

The incumbent must demonstrate:

- Achievement: creates own measures of excellence and improves performance;
- Analytical Thinking (sees multiple relationships);

- Change Leadership (expresses vision for change);
- Impact and Influence (uses indirect influence);
- Initiative (is decisive in a time-sensitive situation);
- Organisational Awareness (understands organisational politics);
- Teamwork (solicits inputs and encourages others).

**7. Professional Contacts:**

The incumbent must establish and maintain close working relations with other NATO HQ Divisions and bodies, NATO Command Structure (NCS), national Delegations to NATO and national officials in capitals.

**8. Contribution to the Objectives:**

The incumbent must contribute to L&R's mission by successfully identifying problems, which lead to continuous improvement of working methods.

**9. Remarks:**

- Security Clearance – NATO SECRET (if not currently held, the incumbent must be eligible for this level of clearance).
- Work Environment – Normal office environment.

**10. How to apply:**

Applications must be submitted by **10 May 2026 (23:59 Brussels time)** using one of the following links, as applicable:

- For NATO civilian staff members only: please apply via the internal recruitment portal (for more information, please contact your local Civilian HR Manager);
- For all other applications: [www.nato.int/recruitment](http://www.nato.int/recruitment)

Applications are automatically acknowledged within one working day after submission. In the absence of an acknowledgement, please make sure the submission process is completed, or, resubmit the application.

**NATO will not accept any phase of the recruitment and selection prepared, in whole or in part, by means of generative artificial-intelligence (AI) tools, including and without limitation to chatbots, such as Chat Generative Pre-Trained Transformer (Chat GPT), or other language generating 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 generative or creative AI applications may be rejected without further consideration at NATO's sole discretion, and NATO reserves the right to take further steps in such cases as appropriate.**

## 11. **Additional Information**

The successful applicant will be offered a three-year definite duration contract which may be renewed. If the successful candidate is seconded from a national administration, public institution or the armed forces of a NATO member state, he/she will be offered a three-year definite duration contract which may be renewed for a further period of up to three years. The maximum time of service in post for seconded staff is six years. Serving NATO international civilian personnel will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

Appointment will be subject to the deliverance of the appropriate security clearance by the national authorities and approval of the medical file by the NATO Medical Adviser.

A written test will be held as part of the selection procedure.

Applicants who meet the necessary requirements and who prove to be competent for the post but who are not successful in this particular competition, may be considered for posts of a similar nature, albeit at a lower grade, which may become vacant in the near future.

NATO as an 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 Member States and strongly encourages women to apply.

Building Integrity is a key element of NATO's core tasks. As an employer, NATO values commitment to the principles of integrity, transparency and accountability in accordance with international norms and practices established for the defence and related security sector.

Selected candidates are expected to be role models of integrity, and to promote good governance through ongoing efforts in their work.

Due to the broad interest in NATO and the large number of potential candidates, telephone or e-mail enquiries cannot be dealt with.

The nature of this position may require the staff member at times to be called upon to travel for work and/or to work outside normal office hours.

The IMS at NATO Headquarters in Brussels, Belgium, is committed to providing equality in working opportunities regardless of sex, race or ethnic origin, religion, disability, age or sexual orientation.

The IMS is a non-smoking environment.