



SCIENCE & TECHNOLOGY ORGANIZATION  
CENTRE FOR MARITIME RESEARCH AND EXPERIMENTATION

ORGANISATION POUR LA SCIENCE ET LA TECHNOLOGIE  
CENTRE DE RECHERCHE ET D'EXPÉRIMENTATION MARITIME

## VACANCY NOTICE

### Temporary Staff (NATO STO CMRE) (260975)

**Primary Location:** Italy-La Spezia

**NATO Body:** Centre for Maritime Research and Experimentation (CMRE)

**Schedule:** Full-time

**Application Deadline:** 30 June 2026

**Grade** NATO Grade TEMP

**Clearance Level** NS

*CMRE is looking for applicants to fill **temporary positions** that arise occasionally at NATO STO CMRE, La Spezia - Italy.*

*Are you a national of a NATO member state, with skills in a relevant discipline? Do you have experience in one of the following areas? Budget and Finance, Human Resources, Infrastructure, Marine Operations, Procurement and Contracting or Information Knowledge Management? Then this might be an opportunity for you!*

*In view of the nature and of the urgency of the temporary positions we are looking to fill, it is important for candidates to be available for temporary employment on short notice. In practice, this implies either being in possession of valid NATO security clearance at the time of application, or having been in possession of such a clearance with the possibility to reactivate it swiftly. We therefore only encourage applications for temporary positions if you are already, or have previously been, in possession of a valid NATO security clearance.*

### 1. POST CONTEXT

These positions are within the Centre for Maritime Research and Experimentation (CMRE), an organization of the North Atlantic Treaty Organization (NATO).

CMRE is an established, world-class scientific research and experimentation facility that organizes and conducts scientific research and technology development - centred on the

maritime domain – to deliver innovative, field-tested Science & Technology (S&T) solutions addressing defence and security needs of the Alliance.

These positions are within the Operational Support Division of CMRE.

## **2. PRINCIPAL DUTIES**

Duties include, but are not limited to:

- **Budget and Finance**
  - Support finance operations by entering/validating transactions in NATO financial systems and maintaining documentation.
  - Assist with Microsoft Excel documents and data-entry with ERP systems (e.g., SAP, Oracle, or similar tools).
- **Human Resources**
  - Assist with personnel administration, contracts/correspondence, on boarding, payroll, leave and record administration.
- **Infrastructure**
  - Provide support to facilities maintenance requests and related documentation, property/sub-custody records, and stock/property inventories and reconciliation.
- **Marine Operations**
  - Provide admin support for vessel operations, coordinating schedules, communications, and meetings. Maintain compliant documentation, process purchase requests, and assist with logistics to ensure continuity.
- **Procurement and Contracting**
  - Process purchase requests and prepare POs/contracts in NATO ERP systems under contracting rules.
  - Assist with drafting solicitation documents and basic shipping paperwork support.
- **R2IKM (Risk, Resilience, Information Management)**
  - Manage CMRE records and correspondence in IKM tools, ensuring compliant archiving and quality control.
  - Maintain distribution lists and coordinate communications to ensure timely dissemination and continuity.

## **3. ESSENTIAL QUALIFICATIONS**

### **a. Education/ Experience**

- Higher vocational training in a relevant discipline with 1 year post-related experience.

Or

- Higher secondary educational qualification with 3 years post-related experience.

*b. Professional Experience*

You will have experience in one of the following areas:

- Budget and Finance
- Human Resources
- Infrastructure
- Marine Operations
- PMO (Programme Manager Office)
- Procurement and Contracting
- R2IKM (Risk, Resilience, Information Management)

*b. Language Requirements*

A thorough knowledge of one of the two NATO languages (written and spoken) is essential and some knowledge of the other is desirable.

English SLP 3333 (Listening, Speaking, Reading and Writing).

**NOTE:** Most of the work at CMRE is conducted in English.

**4. SPECIAL REQUIREMENTS AND ADDITIONAL DUTIES**

*a. Flexibility Clause*

The incumbent may be required to perform other related duties as directed.

All other related duties should correspond with the required competencies for the job.

*b. Deployment/Travel*

The incumbent may be required to undertake TDY assignments within and outside NATO boundaries. The incumbent may be required to perform their duties onboard Centre or chartered vessels.

**5. DESIRABLE QUALIFICATIONS**

Depending on the assignment:

- Bachelor degree in a relevant discipline;
- Experience as functional administrator of NATO Records Management/IKM tools;

- Experience with NATO information management and security policies;
- Spreadsheet Proficiency: advanced knowledge of Microsoft Excel;
- Working experience using automated Enterprise Resource Planning systems like SAP, Oracle, FINS or platform-specific tools;
- Basic knowledge of Customs & Transportation procedures;
- Basic vocational training in procurement;
- Fit For Sea Certificate in line with the International Maritime Organization (IMO) and International Labour Organization (ILO);
- Working experience in an international professional environment;
- French SLP 3333 (Listening, Speaking, Reading and Writing);
- Italian SLP 3333 (Listening, Speaking, Reading and Writing).

## **6. COMPETENCIES**

The successful Candidate possesses the following competencies and personal attributes:

- Clarity and Accuracy (Checks own work);
- Customer Service Orientation (Takes personal responsibility for correcting problems);
- Empathy (Listens actively);
- Flexibility (Acts with flexibility);
- Initiative (Is decisive in a time-sensitive situation);
- Organizational Awareness (Understands the Organization's structure);
- Teamwork (Expresses positive attitudes and expectations of team or team members).

All CMRE personnel are expected to conduct themselves in accordance with the current NATO Code of Conduct agreed by the North Atlantic Council (NAC), and thus display the core values of integrity, impartiality, loyalty, accountability, and professionalism.

## **7. REMARKS**

The duties are performed in an office, laboratory, workshop environment or on-board Centre ships.

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### **What we offer:**

- 37.5 hours per week schedule.
- 2.5 paid days of leave per month.
- A world class research facility located in the sea port of La Spezia, Italy supported by two specialised research vessels.

- An exciting place in which to work situated at an ideal location, the port of La Spezia, Italy, enabling synergy with regional and global academic institutes and industry.
- Contract: in accordance with NATO Civilian Personnel Regulations, temporary staff may not be employed more than 6 months for the same assignment. However, if later required, contracts may be extended for another period up to six months.
- Salary: the remuneration of temporary personnel will be specified in their contracts. It is not exempt from taxation. Temporary personnel are responsible for acquitting themselves of their responsibilities for the payment of taxes.
- Benefits package: temporary staff are covered by a benefit package which consists of pension contributions by the Organisation (12% of basic salary), medical and accident benefits (death and invalidity) provided under the NATO Group insurance contract, and paid leave of 2.5 days per month worked.

**Our recruitment process:**

- Please note that we can only accept applications from nationals of NATO member countries.
- Applications (including the most relevant publications, the diplomas - stating the highest level of education - and a CV) for this vacancy are to be submitted using the E-recruitment system (NATO Taleo).
- You are responsible for keeping your information up-to-date by making the appropriate changes (e.g. availability, clearance, etc.) directly in your Taleo application. Please do not re-apply if changes occur, but edit your application at any time.
- When submitting your application, please note that you are applying to a candidate pool, and not for a particular assignment. You will receive an acknowledgement of receipt of your application from the system. The application does not constitute a guarantee of employment.
- Appointment will be subject to receipt of a security clearance (provided by the national Authorities of the selected candidate) and approval of the candidate's medical file by the CMRE Medical Adviser.
- It is a condition of employment that before a temporary staff member can be appointed, the Organization must have received a security clearance certificate (minimum NATO Secret) from the government of the country or countries of which they are nationals.
- Any questions on this subject should be sent to [recruitment@cmre.nato.int](mailto:recruitment@cmre.nato.int)

**Additional information:**

- CMRE values diverse backgrounds and perspectives and is committed to recruiting and retaining a diverse and talented workforce. We welcome applications of nationals from all Member States and strongly encourage women to apply.

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

**For more information on how to apply:**

[How to apply for posts within NATO](#)

[6 tips to apply for posts within NATO](#)

**NOTE:**

**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.**

**HOW TO APPLY:**

Applications are to be submitted using the NATO Talent Acquisition Program (NTAP)

<https://nato.taleo.net/careersection/2/jobdetail.ftl?job=260975&lang=en>

Applications submitted by other means are not accepted. NTAP allows adding attachments. Essential information must be included in the application form. Particular attention should be given to Education and Experience section. Each question should be answered completely. Expressions such as "please see annex / enclosed document" or invitations to follow links to personal webpages are not acceptable and will be disregarded. All answers should be in English preferably, or French.