



International Military Staff
Etat-Major Militaire International

Brussels - Belgium



OPEN TO NATIONALS OF NATO MEMBER STATES ONLY

Administrative Assistant

Primary Location: Belgium-Brussels

NATO Body: International Military Staff (NATO IMS)

Schedule: Full-time

Application Deadline: 05-July-2026, 11:59:00 PM

Salary (Pay Basis): 4,205.48Euro (EUR) Monthly

Grade: NATO Grade B3/G8

No. of Vacancies: 2

DIVISION: *Joint Intelligence and Security (JISD)*
Intelligence Production Unit (IPU)
Central Support Office (CSO)

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 Intelligence Pillar of the Joint Intelligence and Security Division (JISD) provides NATO HQ customers with timely, reliable, impartial, relevant and coherent all-source non agreed Intelligence in response to tasks, work plan requirements and/or developing situations, and staffs the production of NATO Agreed Intelligence (NAI). The JISD is responsible for developing and staffing intelligence policy. The Office of the Deputy Assistant Secretary General Intelligence (DASG-I) provides support to DASG-I in the areas of: engagement support; information, advice, and preparation support. The Office also provides the Secretariat for the NATO Military Intelligence Committee (MIC), the primary military advisory body to the North Atlantic Council (NAC).

The Intelligence Production Unit (IPU) in JISD addresses the range of non-agreed strategic intelligence analysis, to support appropriate NATO HQ authorities, including the Secretary General (SG), the Chair Military Committee (CMC) and the Assistant Secretary General (ASG- I&S), as well as committees, including the NAC and the MC, as well as the IS and IMS divisions and directorates.

The Central Support Office (CSO) fulfils the enabling and support functions for the IPU. This includes: Personnel management and administration support; staff support, including direct support to Director/Deputy Director IPU; unit policy and security adherence; requirements and task management, coordinating all intelligence production across the analytical branches; intelligence requests for information

management and intelligence contribution processing; logistics and infrastructure support; future planning; budget management.

The post of IPU Administrative Assistant is an integral part of the Intelligence Requirements Management (IRM) function within the CSO. The incumbents will primarily be responsible for assisting the daily work of the Unit and for Information Management (IM) within the IPU.

2. Principal Duties:

- a. Support the daily operations of the Unit and provide IM support within the IPU, including the archival, classification, storage, retrieval, handling, and dissemination of intelligence products and data. This includes maintaining electronic filing systems, managing metadata and the IPU Dashboard, conducting database searches to support NATO Intelligence Requirements and analytical production, and ensuring compliance with information life-cycle management best practices and NATO procedures.
- b. Securely process and administer classified information and electronic files, including media control, data extraction, network transfers, document handling, correspondence processing, and dissemination of intelligence products in a timely and efficient manner.
- c. Ensure strict compliance with intelligence handling procedures, security requirements, and Standard Operating Procedures.
- d. Format, edit, and disseminate IPU intelligence products while supporting the efficient flow of intelligence contributions, products, and coordinating instructions into and out of the IPU.
- e. Work closely with the Head CSO, assistants, and other Section/Division personnel to enhance intra-unit cooperation, coordination, communication, and organisational efficiency, including identifying opportunities to improve office procedures and administrative processes.
- f. Build and maintain effective working relationships and networks with Intelligence Support personnel, administrative staff within JISD, and other divisions and key offices across NATO HQ, including maintaining internal and external contact lists.
- g. Support the planning and execution of IPU activities and programmes and perform any other related duties as assigned. The work is performed in a standard NATO office environment under normal working conditions with low/no assessed risk of injury.
- h. Contribute directly to the effective performance of the Branch by providing information and support that enables informed decision-making and resource allocation.

3. Special Requirements and Additional Duties: The incumbent may be required to:

- a. Perform other related duties as directed, namely records management.
- b. Undertake TDY assignments both within and outside of NATO's boundaries and work irregular hours whenever necessary.
- c. Perform duties in the NATO HQ Crisis Management Organization (CMO) and assist in the activation of the Business Continuity Plan (BCP).
- d. Attend, as directed, additional training and specialised Courses.

- e. Provide training to the staff of the Section regarding daily working procedures and handling of document management systems.
- f. Provide courier services.

4. Essential Qualifications:

a. Professional/Experience:

- A minimum of 3 years of administrative experience gained in an international and/ or public environment.

b. Education/Training:

Higher secondary level education or equivalent.

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.

d. Computer Literacy:

- Use of MS-Office applications is crucial to the effective and successful execution of daily duties; Advanced knowledge and user experience of Word; Outlook/Email client; Excel; SharePoint and web applications. In addition, familiarity with current ICT systems and their application to document processing, record keeping, and information sharing.

5. Desirable Qualifications:

a. Professional/Experience.

- Previous experience in working in an organization comprising both military and civilian personnel;
- Familiarity with NATO's structure, Information Management, and NATO Security Policies;
- Experience in the handling of NATO documentation and information management systems;
- Good knowledge of NATO HQ organisational structure; HQ administrative procedures, including Standard Operating Procedures;
- Background in Intelligence.

b. Education/Training:

- Administrative vocational training/secretarial school.

c. **Language:**

- An elementary level of French.

6. **Personal Attributes:** The incumbent should possess high level competencies in judgement, flexibility, initiative, tact/diplomacy, team culture, client focus and good communication skills. The incumbent is required to perform his/her tasks with little guidance or supervision.

• **Competencies:**

- **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.

7. **Managerial Responsibilities:**

- None.

8. **Professional Contacts:**

The incumbent will build and maintain a network of key contacts across Intelligence Support and administrative staff within the JISD. Develop relations with administrative staff of the other divisions and key offices within NATO HQ and maintain all lists of internal and external contacts.

9. **Contribution to the Objectives:**

- None.

10. **Remarks:**

- Security Clearance – NATO SECRET (if not currently held, the incumbent must be eligible for this level of clearance).
- Work Environment – Normal office environment.
- The incumbent reports to the CSO Head of Unit and interacts with staff across the JISD and other NATO bodies, as required.

11. **How to apply:**

Applications must be submitted by **05 July 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

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.

12. 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.

Technical written assessment will be held as part of the selection procedure.

Applicants who meet the necessary requirements and who prove to be competent but who are not appointed to a vacancy as a result of 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.

NATO is committed to fostering an inclusive and accessible working environment, where all candidates living with disabilities can fully participate in the recruitment and selection process. If you require reasonable accommodation, please inform us during your selection process.

Candidates will be required to provide documented medical evidence to support their request for accommodation.

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.

For information about the NATO Single Salary Scale (Grading, Allowances, etc.) please visit our [website](#). Detailed data is available under the Salary and Benefits tab.

NATO does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. For more info, please click [here](#).