



International Military Staff
Etat-Major Militaire International

Brussels - Belgium



OPEN TO NATIONALS OF NATO MEMBER STATES ONLY

Assistant, Information Processing Section (IPS)

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: 1

DIVISION: *The Executive Coordinator (EXCO)
Information and Knowledge Management Office (IKM)
Information Processing Section (IPS)*

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 Executive Coordinator (EXCO) Staff provides support to the EXCO in the roles of Secretary of Military Committee (MC) and Staff Coordinator. The Staff provides administrative and secretarial support for meetings of the MC in Permanent and Chiefs of Staff Session (MC/PS or MC/CS); coordinates the attendance of the Chair MC (CMC), the Deputy Chair MC (DCMC), the Director General IMS(DGIMS), and other IMS representatives as appropriate at meetings of the North Atlantic Council (NAC) in all formats and at other high-level meetings; coordinates high-level meetings and visits as well as internal IMS leadership meetings as required; manages the workflow of the IMS to ensure that deadlines are met; and provides advice on IMS issues.

The Information Knowledge Management (IKM) office provides support to the IMS in the areas of Information Management and Knowledge Management, ensuring the efficient distribution, availability and preservation of information as well as the facilitation of knowledge sharing, collaboration, decision-making processes, e-Learning, and the further development of the IMS as an efficient and effective knowledge-centric organization. The Head of IKM also serves as the Personal Data Protection Officer for IMS.

The Information Processing Section (IPS) provides a timely and efficient flow of classified and unclassified information into, internally and out of the MC and the IMS. IPS is responsible for the accessibility, availability, integrity and the implementation of records management of all official information items produced by the MC, its sub-committees and the IMS within the framework provided by the NATO Information Management Policy (NIMP), NATO Records Policy and NATO Security Policy (NSP)..

This post is in the IPS within the IMS IKM Office.

2. Principal Duties: Assists the Head (IPS) with the receipt, processing, handling, control, and distribution of all official information produced by and for the MC, its sub-committees, and the IMS within the framework provided by the NIMP and the NSP.

- a. Act as Information Controlling Processor (ICP), responsible for the verification of all received information and by checking all official registered information in the EDRMS (NATODocs), on their content and metadata.
- b. Responsible for the timely registration and distribution of all officially received information following the life-cycle best practices.
- c. Updates IMS IKM systems with all relevant data following the applicable IMS procedures.
- d. Assists in the creation of Distribution Lists (DL) and Access Control Lists (ACLs).
- e. Assists in managing the IMS references in the NATO Reference Generator.
- f. Updates the cryptographic system 'Pemheart' on a monthly basis.
- g. Assists in the maintenance of filing systems and archives.
- h. Assists in the provision of professional guidance and advice with regard to Information Management as directed in the NIMP and NSP.
- i. Distributes all incoming external messages.
- j. The incumbent maybe called upon to support in the training of IMS IM processes.

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.

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;
- Experience in the handling of NATO documentation and information management systems;
- Good knowledge on NATO's structure, Information Management and NSP;
- Good knowledge of NATO HQ administrative procedures, including Standard Operating Procedures.

b. Education/Training:

- Administrative vocational training/secretarial school.
- NATO Security Course (if not held, it will be provided upon joining).
- NATO IKM Course (if not held, it will be provided upon joining).

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 requires regular professional contact at the level of Staff Officers, Executive Officers, and Registry Staffs, with IMS authorities and agencies, Military Representatives, International Staff, other Headquarters/Commands, Ministries of Defence, Embassies, and NATO Liaison Offices.

9. Contribution to the Objectives:

The incumbent contributes to the objective of the organization by executing the proper implementation of Records Management in all aspects of the life-cycle management of records. Assures the processing, control, preservation, and protection of highly classified information and an effective and efficient flow of this material to and from the IMS and the MC.

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.

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](#).