



International Military Staff
Etat-Major Militaire International

Brussels - Belgium



OPEN TO NATIONALS OF NATO MEMBER STATES ONLY

Assistant, Information Support and Archiving Section (ISAS)

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: 3

Division: *The Executive Coordinator (EXCO)
Information and Knowledge Management Office (IKM)
Information Support and Archiving Section (ISAS)*

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.

These posts are in the Information Support and Archiving Section (ISAS) within the Information Management (IM) element of the IMS that specialized in information security and archive management.

2. **Principal Duties:**

a. **Archives Management**

- Identifies, prepares, and examines information against NATO exemptions, and prepares listings of information with permanent value earmarked for public disclosure.
- Assists in the research and retrieval of stored documentation upon request.
- Assists in the maintenance of filing systems and archives.
- Assists in the archival of Summit, Ministerial, NAC, and MC meeting records of political and historical value.
- May be called upon to support training related to IMS IM processes.

b. **Information Security**

- Controls MC and MCM documents prior to DGIMS signature to ensure continuity, coherence, and adherence to protocol and layout.
- Monitors the quality, layout, and classification of documents and associated metadata to ensure conformity with NATO/MC/IMS standards.
- Updates IMS IKM systems (e.g., NATO Docs, Asset Management Tool, MC Interaction System, SharePoint Portal, Tasker Tracker Enterprise, etc.) with all relevant control data and metadata in accordance with applicable IMS procedures.
- Conducts updating, downgrading, declassification, and destruction of documents, information, media, and other material.
- Assists in the provision of professional guidance and advice regarding Information Management and Security of Information policies, directives, and procedures.
- Assists the MC/IMS NATO SECRET, COSMIC TOP SECRET, and ATOMAL Control Officer or Deputy Control Officer.
- Assists in the execution of inspections and spot-checks on NATO accountable information and material in both physical and digital formats.
- Receives, processes, and distributes physical documents, media, and other materials in accordance with applicable procedures and guidance.
- Assists in the control of classified documents and media, including the operation of media processing equipment, and supports the collection, handling, packaging, and delivery of such material.
- Assists in maintaining up-to-date access lists and specimen signatures of personnel authorized to collect classified information.

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 additional training and specialised Courses, as directed.
- 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:

- Familiarity with NATO's structure, IM, and NATO Security Policies.
- Experience in the handling of NATO documentation and information management systems.
- Previous experience in working in an organization comprising both military and civilian personnel;
- Good knowledge of NATO HQ organisational structure;
- 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/Competencies:**

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:**

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

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 actively contributes to the fulfilment of the objectives of the unit by:

- Processing, controlling, preserving and safeguarding/protecting highly classified and other valuable current and historical information and assuring an effective and efficient flow of this material to and from the IMS and the MC;
- Processing information in accordance with the existing Public Disclosure policy and advice senior management on the public disclosure of that information in order to improve NATO's transparency

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](#).