



International Military Staff
Etat-Major Militaire International

Brussels - Belgium



OPEN TO NATIONALS OF NATO MEMBER STATES ONLY

Staff Assistant (Registry); Staff Assistant (Registry/DSA).

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:

*The Executive Coordinator (EXCO)
DGIMS/ EXCO Support Office (ESO)
DGIMS Registry*

*Joint Intelligence and Security (JISD)
Joint Intelligence and Security Support Staff*

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 the Military Committee (MC) and Staff Coordinator. The Staff provides administrative and secretarial support for meeting of the MC in Permanent and chief 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) and Nuclear Planning Group (NPG) in all formats and at other high level meeting; 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 EXCO Support Office (ESO) is responsible to EXCO for the co-ordination of activities that directly support the operation and outputs of the MC.

The DGIMS Registry is responsible for the provision of registry services for all incoming/outgoing official correspondence for the MC, DGIMS and EXCO areas.

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 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 NAC.

The JISD support Staff provides administrative support to the JISD - Intelligence Pillar in order to ensure it can carry out its function effectively. The Registry is responsible for the distribution of internal and external mails sent to the JISD Registry Group Mailbox, controlling documents flow and administrative procedures within the Division, reviewing of outgoing correspondences for format and accuracy, and coordinating the dissemination of Intelligence Products to Central Registry, TUMBA and IMS.

These two posts provide clerical and administrative support to the Director General, his Military Assistants, the Office of the Executive Coordinator and to the whole JISD respectively.

2. Principal Duties:

- a. Support the day-to-day operation of the JISD/IMS Registry and DGIMS/EXCO Support Office by ensuring the efficient receipt, dispatch, distribution, filing, retrieval, tracking, and control of correspondence and classified documents in accordance with NATO Security Regulations and administrative procedures.
- b. Assist in controlling document flow and reviewing outgoing correspondence for accuracy, formatting, classification, and compliance with NATO procedures, while preparing and circulating daily Read Files, NATO SECRET files, briefing books, and other administrative documentation.
- c. Manage the classification, accountability, inventory, dissemination, tracking, retention, and destruction of classified material and intelligence products, including coordination with Central Registry, TUMBA, IMS, and other IMS/IS divisions.
- d. Maintain and develop filing systems, libraries, registry databases, distribution lists, portal pages, and administrative records to ensure currency, accessibility, and effective information management.
- e. Provide administrative and logistical support for Intelligence Conferences and other Division activities, including workflow coordination, document preparation and reproduction, and support to DGIMS and EXCO meetings.
- f. Act as Administrative Liaison with IMS, IS, and other NATO divisions and offices, while supporting the update of liaison duty lists and maintaining effective coordination and communication across stakeholders.
- g. Support office administration functions, including custody and supply of office furniture, materials, and equipment, and act as Assistant Departmental System Administrator (DSA) when required.
- h. Perform standby or on-call duties, including weekends and official holidays, as directed.

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 or clerical functions gained in an international and /or public environment;
- A minimum of 3 years of experience in the handling of documentation and information systems;

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 handling NATO documentation and information management systems.
- Good knowledge of NATO HQ organisational structure; 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 be able to adapt quickly to working in a fast-paced international environment with the confidence to manage senior leader expectations under pressure. The incumbent should also be prepared to work outside normal office hours, including at short notice.

- **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 is required to offer administrative support and occasional advice/guidance to Branch staff on a day-to-day basis and occasionally to the Divisional Front Office, as well as other administrative colleagues within the Division. He/she has regular contacts inside and outside of the IMS/NATO HQ and external agencies to solicit/give information, usually confined to administrative matters, requiring courtesy, understanding and tact in dealing with others. He/she may negotiate at own level.

9. Contribution to the Objectives:

The incumbent actively contributes to the fulfilment of the objectives of the DGIMS and EXCO by processing, controlling, preserving and safeguarding/protecting highly classified information.

Within the JISD, Registry Support is responsible for reparation, recording, distribution and registration of classified & unclassified documents and materials belonging to intelligence directorate;

Responsible under and to the PSO for the efficient operation and management of the JISD-I's Registry functions.

10. Remarks:

- Security Clearance – Cosmic Top Secret/Atomal (CTS/A) for the post of Staff Assistant (Registry); NATO SECRET (NS) for the post of Staff Assistant (Registry/DSA), (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](#).