



International Military Staff  
Etat-Major Militaire International



## OPEN TO NATIONALS OF NATO MEMBER STATES ONLY

### Senior Assistant (Administrative)

**Primary Location:** Belgium-Brussels

**NATO Body:** NATO Standardization Office (NSO)

**Schedule:** Full-time

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

**Salary (Pay Basis):** 4,738.84 Euro (EUR) Monthly

**Grade:** NATO Grade B4/G10

**No. of Vacancies:** 1

**DIVISION:** *NATO Standardization Office (NSO)  
Standardization Support (SSB)  
Standards and Information Management (SIMS)*

**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 NSO reports to the Military Committee (MC) and to the Committee for Standardization (CS). Therein, some of the authorities granted to the MC are to be exercised with the advice of the CS. Director General International Military Staff (DGIMS) is the NSO Peacetime Establishment Authority (PEA) and Head of NATO Body (HONB).

The NSO initiates, coordinates, supports or administers all the NATO standardization activities that are conducted under the authority of the CS, provides standardization management support and standardization advice for the standardization community and supports the Military Committee Standardization Boards (MCSBs).

The Standardization Support Branch develop, manage and maintain the Standardization Business Application in support of the TAS, subordinate Committees and Working Groups developing standard. Administer and publish all NATO standards subject to ratification by nations and subsequently promulgated as NATO standards by the Director NSO (DNSO) and provide access to NATO standards based on classifications and restrictions to the appropriate audience. Provide administrative and Linguistic support to the NATO standards developing bodies including the standardization of Terminology. Provide the Secretariat and overall support of the activities of the NSO. Monitor the effective and efficient use of financial and human resources in the NSO.

The Standards & Information Management Section (SIMS) provides the registry services and information knowledge management for the NSO and NSO-supported standardization boards and committees. It is responsible for the administration and publication of all NATO standardization documents; Standardization Agreements (STANGs), Standardization Recommendations (STANRECs), and Allied Publications) and for maintaining the NATO Standardization Documents Database (NSDD) accurate and up to date. SIMS advises staff within the NSO and other NATO bodies on the application of NATO standardization procedures and provides briefs to the standardization community on the use of NSO portals and business applications. SIMS provides administrative support to the NSO Branches. It organizes travel arrangements, is responsible for the in-processing and out-processing of NSO personnel, and provides general administrative support.

The Senior Assistant provides administrative and staff support to the Joint Branch supporting the MC, Joint Medical Standardization Board and Logistic Committee and their subordinate Working Groups (WGs). He/she coordinates the work of the Administrative Assistants in support of the Naval, Army and Air Branch supporting the Maritime, Land and Air MC Standardization Boards. The incumbent also provides IKM support to the NSO and to the NSDD.

## **2. Principal Duties:**

- a. Provide senior Information Knowledge Management (IKM) support to the NSO and the NATO Standardization community:
  - Perform the day-to-day administration, coordination and quality assurance of NSO Information and Knowledge Management processes;
  - Exercise responsibility for the control, accounting and traceability of all documents received and issued by the NSO, in both electronic and hard-copy formats, including the execution of NSO Secret Registry functions, ensuring full compliance with NATO security and information management regulations;
  - Process, register and maintain standardization documents in the NSDD, exercising responsibility for the accuracy, consistency and integrity of associated metadata;
  - Support and coordinate the lifecycle management of NATO standardization documents, including the promulgation, ratification, maintenance and cancellation of STANAGs and STANRECs;
  - Process and manage documentation originating from NSO Operational Branches in support of MC Standardization Boards, WGs and Panels;
  - Act as a subject-matter reference point for IKM procedures within the NSO, providing guidance and advice to staff and stakeholders on information management processes, documentation workflows and compliance requirements.
- b. Provide support to the Operational Branches: Be primarily responsible for the Joint Branch and their support to the Joint and Medical Standardization Boards and to the Logistic Committee. Provide cross-Branch support when required:
  - Provides administrative and secretarial support to the Joint and Medical Standardization Board, the Logistics Committee and their subordinate WGs. He/she assists in preparing the agendas, programmes and

supporting documents, background material, reports and action lists resulting from meetings in accordance with NSO administrative procedures;

- Provides assistance and support at Board and WGs meetings to the Branch Staff Officers and national delegates. Acts as the meeting secretary in ad-hoc meetings under the purview of the Joint Branch;
- Prepares working documents, messages and routine correspondence in draft form from documents or oral instructions. Assists in the preparation of agendas, programmes and supporting documents and, background material for meetings, as well as records of decision, reports and action lists resulting from meetings;
- Monitors and controls all correspondence prepared by the branch staff officers, and ensures production, correct distribution and filing of hard/soft copy of documents;
- Maintains the delegates/members database on the internal and external portal (Athena and internet) of boards and working groups. Maintains information on joint branch events in the NSO event management tool;
- Maintains the filing system and controls all standardization agreements, allied publications, registered documents and correspondence, including all mail in and out (electronic and hardcopy) related to the joint, medical standardization board and the logistic committee;
- Enters all data related to STANAGS and allied publications from the joint and medical standardization board and the logistics committee in the NSDD;
- Books conference room facilities for board and working group meetings through the section head;
- Provides administrative and secretarial support to the other NSO branches supporting military committee standardization boards in the absence of the dedicated administrative assistant;

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

- a. Perform other related duties as directed.
- 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:**

- Must have at least three years' experience in administration and IKM duties gained in an international and/ or public environment;
- Experience in using digital IKM tools like SharePoint;

**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 NSO 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 with NATO policies, security regulations and administrative procedures;
- Experience within a standardization, national defence or international organization.

**b. Education/Training:**

- University degree;
- Vocational training in IKM tools or document database software.
- Administrative vocational training/secretarial school.

**c. Language:**

- An elementary level of French.

**6. Personal Attributes:** He/she should be of a calm and tactful disposition with the ability to cope under pressure. Show initiative, good sense of judgement, supervisory ability and adaptability to changing requirements. Ability to work with deadlines and handle confidential matters. Ability to work as part of a team and deal effectively with other administrative personnel in and outside the Office. Must be able to work with a minimum of supervision within established guidelines and take appropriate initiative using discretion and good judgement. Must be able to prioritize day-to-day routine work without requiring repeated direction or supervision.

**• Competency/Level:**

- **Clarity and Accuracy:** Monitors others' work for clarity.

- **Customer Service Orientation:** Takes personal responsibility for correcting problems.
- **Empathy:** Reads non-verbal cues and understands meanings.
- **Flexibility:** Acts with flexibility.
- **Initiative:** Is decisive in a time-sensitive situation.
- **Organizational Awareness:** Understands organisational climate and culture.
- **Teamwork:** Solicits inputs and encourages others.

## 7. **Managerial Responsibilities:**

The incumbent does not supervise other staff but is expected to plan their daily workflow in line with the priorities assigned by the Section Head and the Branch Heads of the Operational Branches. Additionally, he/she acts as acts as Head Standards & Information Management Section in their absence.

## 8. **Professional Contacts:**

- Coordinates closely with the NSO Operational Branches to ensure they are fully supported with their requirements;
- Frequently coordinates with the IMS IKM section and NATODocs administrators in the fulfilment of their duties as IKM professionals;
- Consults routinely with the NSO Business Applications Section in ensuring the structure and content of the NSDD supports user requirements;

## 9. **Contribution to the Objectives:**

The incumbent supports Allied interoperability through standardization via IKM functions that maintain an up-to-date database of standards, and through efficient support to the NSO Operational Branches.

## 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](http://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.

A written test 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 NSO 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 NSO 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](#).