

POST DESCRIPTION**The North Atlantic Treaty Organization (NATO) Defence Innovation Accelerator for the North Atlantic (DIANA) Executive**

DIVISION	DIANA
TITLE	Administrative Officer
LOCATION	Halifax, Canada
GRADE	G11-G15
POST No.	NDXCA0002
SECURITY CLEARANCE	NS

1. OVERVIEW OF DIANA

The Defence Innovation Accelerator for the North Atlantic (DIANA) is NATO's newest body. From across the Alliance, DIANA will bring together innovators and operational end users to foster a transatlantic ecosystem supporting dual-use ground-breaking innovation in deep technologies.

DIANA is an independent NATO body comprised of an Allied Board of Directors and an executive management team - the DIANA Executive (DX). Operating out of regional offices in Europe and in North America, the DX will conduct DIANA's mission: accelerating deep tech, dual-use solutions to critical transatlantic challenges in defence and security. The DX will use Challenge Programmes in line with a published Strategic Direction, as the primary vehicle to accomplish this mission. DIANA is a dynamic, agile and hybrid workplace, which strives for innovation, diversity, and excellence. In order to achieve these aims, DIANA is committed to providing our people with an environment that is positive, inclusive, and collaborative.

2. OVERVIEW OF THE ROLE

Reporting to the Regional Director of the DIANA North American Regional Office, the Administrative Officer provides logistical and administrative support to the North American Regional Office of DIANA; in particular, by coordinating and ensuring efficient and effective functioning of the IT, facilities, and human resources of the office. The incumbent provides advice and counsel to the North American Regional Director that is coordinated and aligned with the DIANA team based in London and Tallinn, on staffing and administration, operational planning, policies and procedures, and programme/project planning. The incumbent is responsible for ensuring the efficient and effective coordination and execution of administrative tasks within the North American Regional Office, with a particular focus on personnel management.

Duties of this role include:

- Coordinate requirements for office space, furniture, supplies, and support internal communications.
- Coordinate with counterparts in the other DIANA Offices in facilitating efficient and effective information management processes.
- In coordination with the IT & Security Assistant, ensuring physical and technological security standards are being upheld by all persons onsite at the North American Regional Office.
- In coordination with DIANA HR, plan and execute personnel matters for the North American Regional Office, including the administration of contract appointments and renewals, induction and onboarding of staff, timesheet and payroll submissions, and the implementation of the performance management process.
- In coordination with DIANA HR, manage the overall administrative procedures for temporary hires, such as VNCs, consultants, temporary staff, and interns.
- Provide guidance and support to the Administrative Assistant.
- Create and promote a sound and inclusive workplace culture and management practices throughout the office.
- Identify personnel development needs as well as promote and advise on training opportunities for staff.
- Assist the Regional Director in collecting and compiling key performance indicators and preparing reports, presentations, and speaking notes for both internal and external audiences.
- Prepare briefing notes and documents for the Regional Director.
- Perform any other related duties as may be required.

3. ROLE REQUIREMENTS, QUALIFICATIONS AND EXPERIENCE

ESSENTIAL

The incumbent must have:

- A university degree or an equivalent level of qualification from an institute of recognised standing.
- At least 4 years' administrative management experience, in particular in implementing personnel management processes and initiatives.
- Experience working in an international organization and/or national government.
- Experience organizing and managing a diverse workload in a fast-paced environment.
- A solid knowledge of MS Office, including MS Teams/SharePoint or similar.
- Good communication and drafting skills.

- Possess the following minimum levels of NATO's official languages (English/French): V ("Advanced") in one; and I ("Beginner") in the other.

NOTE: Most of DIANA's internal work is conducted in the English language.

DESIRABLE

The following would be considered an advantage:

- Experience working in an innovative or start-up environment.
- Knowledge of NATO structures, policies, and procedures.
- Experience providing direct and indirect management to individuals and teams.
- Experience working with an ERP system.
- Familiarity with security requirements and processes within an international organisation or within a national government.
- Experience working on novel projects or starting new initiatives, such as establishing a new office or new department/unit.
- Experience in using programme/project management and/or collaborative software.
- Recognised programme/project management certification.

4. WHAT WE OFFER

- Genuinely meaningful work as part of the newest unit within the most successful alliance in history.
- Tax-free salary.
- Household and children's allowances and privileges for expatriate staff including expatriation and educational allowances (where applicable) and additional home leave.
- Excellent private health insurance scheme.
- NATO pension scheme.
- Generous annual leave of 30 days plus official holidays.
- Flexible working conditions and a smoke-free office in Halifax.
- Opportunities for learning and development.

The incumbent is required to be a resident in the host nation for the duration of their contract. DIANA has a flexible teleworking policy to permit working in office, at home, and across NATO Allied Nations subject to managerial approval. In accordance with the NATO Civilian Personnel Regulations, the successful candidate

will receive a definite duration contract of three years, which may be followed by an extension.

If the successful applicant is seconded from the national administration of one of NATO's member States, a 3-year definite duration contract will be offered, which may be renewed for a further period of up to 3 years subject to the agreement of the national authority concerned. The maximum period of service in the post as a seconded staff member is six years.

NOTE: Irrespective of previous qualifications and experience, candidates for twin-graded posts will be appointed at the lower grade. Advancement to the higher grade is not automatic and will not normally take place during the first three years of service in the post.

Appointment will be subject to receipt of a security clearance (provided by the national Authorities of the selected candidate) and approval of the candidate's medical file by the NATO Medical Adviser.

Applicants who are not successful in this competition may be offered an appointment to another post of a similar nature, albeit at the same or a lower grade, provided they meet the necessary requirements.

NOTE: DIANA 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. DIANA 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 DIANA's sole discretion, and DIANA reserves the right to take further steps in such cases as appropriate.

For more information on DIANA, please visit our [website](#).