SCIENCE AND TECHNOLOGY ORGANIZATION  
COLLABORATION SUPPORT OFFICE

NOTIFICATION OF A “A4” GRADE VACANCY  
OPEN TO NATIONALS OF NATO MEMBER STATES ONLY

Post Title: Senior Staff Officer (Information and Knowledge Management (IKM))  
Science and Technology Organization Collaboration Support Office (STO/CSO)
Grade: NATO Grade A4
Duty location: Paris (Neuilly-sur-Seine), France
Duty start: the position is vacant as of 1st JUNE 2023
Closing Date: 23rd October 2022
Vacancy ref.: 220612

The interview of shortlisted candidates is provisionally scheduled to be held on 30th November 2022.

1. POST CONTEXT AND RESPONSIBILITIES

The STO Collaboration Support Office (CSO) is one of the three executive bodies of the NATO Science and Technology Organization (STO); it is governed by the provisions of the STO Charter (www.sto.nato.int).

The mission of the STO, a subsidiary body to the North Atlantic Council, is to help position the Nations’ and NATO’s S&T investments as a strategic enabler of the knowledge and technology advantage for the defence and security posture of NATO Nations and Partner Nations.

The mission of the CSO falls within the framework of the STO collaborative business model where the CSO provides executive and administrative support to the S&T activities conducted through the STO Scientific and Technical Committees and their respective working groups, composed of Nations’ and NATO subject matter experts.

As Senior Information and Knowledge Management (IKM) Officer reporting directly to the Chief of Staff (COS), the Senior Staff Officer (IKM), Head of the IKM Office, is pivotal for the development, maintenance and execution of all matters concerning IKM, corporate communication and Scientific Messaging that support the STO collaborative business model. For policy and priority matters, the Senior Staff Officer (IKM) works closely with the Policy and Outreach Executive Officer (COS Office), while he/she is fully responsible for their implementation and execution.
2. **Functions include:**

**Policy and Guidance**, under the supervision of the Chief of Staff (COS) and in close coordination with the Policy & Outreach Executive Officer:

1. Establishing and implementing IKM policies and plans, including IKM priorities, for the CSO and for the STO collaborative endeavor.
2. Providing an environment that improves the discoverability, accessibility, delivery, and understanding of information whilst promoting information and knowledge sharing and collaboration.
3. Developing and ensuring the implementation of, and adherence to, an IKM framework (e.g., for metadata, database and publications schemas, and data and records management).
4. Liaising with the STO Executive Bodies to coordinate IKM common objectives and needs.
5. Liaising with appropriate NATO civil and military bodies and committees on IKM related matters. In particular, attending the NATO Information Management Executive (NIMEX) board and assuring the CSO is represented on a regular basis at the NATO Information Management Advisory Group (NIMAG).
6. Liaising with national authorities and organizations on IKM related matters, predominantly through the Knowledge and Information Management Committee where the Head, IKM Office, acts as the Executive Officer.
7. Implementing and maintaining IKM education, training and awareness programs for all CSO personnel.
8. In close coordination with the OCO and COS Office, identifying and managing the Collaborative Program of Work (CPoW) quality indicators.

**Provision of IKM Services and Products:**

9. Providing advice in the field of communication products: choice of media, choice of service providers, information vehicles, all tailored to targeted audience.
10. In coordination with all relevant stakeholders, managing the design, development and implementation of IKM tools in support of the above-mentioned IKM policies.
11. In coordination with the COS and ACOS Offices, agreeing on service levels with information and knowledge system service providers (CIS / NCIA) and overseeing service delivery in support of IKM (e.g. CPoW Database, STO events, Science Connect, Publications Platform and Website).
12. Elaborating and implementing the STO Publication Program to include the physical production of the Scientific Publications, definition and oversight of the publishing platform and the distribution and exploitation of the results.
13. Overseeing the editorial style and quality of CSO information and publications.
14. Overseeing the production of statistics and analytics derived from the CPoW and other S&T databases.

**Scientific Messaging:**

15. Preparing / contributing to the elaboration of the S&T Advice for the Director, the Chief Scientist, the STB or other NATO authorities.
16. Managing a Peer-Review process and working with established Peer-Review Journals with the goal of having STO Publications or extracts thereof included in such Journals.
17. Overseeing the production and distribution of publications such as STO Highlights, and of the CPoW White Book.
Registry and Archive:

18. Providing electronic registry services to enable discovery of, and access to, NATO information (e.g. directives, policy guidance) emanating from NATO HQ, ACT, ACO and other relevant NATO bodies.
19. Ensuring the maintenance and continued availability of the CSO archive of past publications, emanating both from STO and its predecessor bodies (RTO, AGARD and DRG).
20. Ensuring the provision of registry services, including archival of non-publication related STO information. In particular oversee the implementation of the NATO Policy on the Retention and Disposition of NATO Information to ensure long-term preservation and accessibility of information with permanent value.

Special Requirements and Additional Duties

21. Performing other related functions as directed by the Chief of Staff.

3. AUTHORITY

The Senior Information and Knowledge Management (IKM) Officer reports directly to the Chief of Staff.

The incumbent directs and controls the work of a team of six NATO civilian staff.

4. QUALIFICATIONS

ESSENTIAL

Professional /Experience

• Possess authoritative knowledge and extensive experience of information science, knowledge and information management, information systems and electronic publishing. Last five years in the domain at the same level of responsibilities.
• Experience with leadership and technical management.
• Excellent communication skills, both orally and in writing.

Education/Training

• University degree in a scientific discipline and/or information science/knowledge management or similar, at least to a master's level or equivalent.

Language

• Very good knowledge of one of the two NATO languages (SLP: 4444) is essential and fair knowledge of the other (SLP: 2222).

DESIRABLE

The following would be considered an advantage:

Professional /Experience

• Previous employment as a Knowledge or Information Systems Manager in an international environment, in either the private or the public sector.
• Experience with editing.
• Prior experience with NATO and familiarity with NATO Information and Knowledge Management Policies.

Education/Training
• University degree (Master level). Formal training in information systems to the level of CISM, CISSP or equivalent.
• Managerial education and training in the same or related career field.

5. COMPETENCIES
The incumbent is required to function harmoniously with Committee Members, National Coordinators, Meeting Coordinators and the CSO Staff. The post holder also frequently interacts with the Scientific Community as a whole, often at a senior level, the CSO’s editorial and printing contractors, publications and scientific and technical information activities. A co-operative attitude and use of diplomacy is required.

6. SECURITY CLEARANCE LEVEL
The applicant must be eligible for a NATO Secret security clearance.

7. WORKING ENVIRONMENT
Normal office work environment, with occasional long hours and travels abroad.

8. EMPLOYMENT TERMS AND CONDITIONS
The position is at grade A4/G20. The starting basic monthly salary will be Euro 9,548.61 (2022 salary value), exempt from income tax. Specific allowances may apply, depending on personal circumstances of the incumbent.

NATO International Civilian employees benefit 30 days of annual leave, life and medical insurance, and a retirement pension plan; expatriated Staff also benefits an expatriation allowance, educational allowance for dependent children and biennial home leave.

In accordance with the NATO Civilian Personnel Regulations, the successful candidate will be offered a definite duration contract of three years, which may, on conditions, be followed by another contract. The appointment is subject to the receipt by the CSO of a security clearance (provided by the national Authorities of the incumbent) and to the delivery of a certificate of medical fitness by the CSO Medical Advisor.

9. APPLICATION PROCEDURE
Only nationals of the 30 NATO member countries can apply for this position.

Applications must be submitted as follows, as applicable:
• For NATO serving civilian Staff members only: please apply via the internal recruitment portal (for more information, please contact your local Civilian HR Manager).
• For all other applicants: www.nato.int/recruitment

A Selection Panel will evaluate the applications. Applicants who pass the initial screening by the Selection Panel will be invited to attend an interview with the Selection Panel (tentative date 30th November 2022).

Candidates will attach a resume, an application letter and educational qualifications certificates to their NTAP application.

Due to the large number of potential candidates, telephone or email enquiries cannot be dealt with.

Notes: NATO as 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. According to the NATO Civilian Personnel Regulations, Staff members are appointed on the condition that they are over 21 and under
60 years of age at the time of taking up their appointment. However, appointment may be offered to candidates of 60 years of age or more provided that the expiry date of the contract is not later than the date at which the candidate attains the age of 65.