



**SCIENCE AND TECHNOLOGY ORGANIZATION
COLLABORATION SUPPORT OFFICE**



**NOTIFICATION OF G17 GRADE VACANCY
OPEN TO NATIONALS OF NATO MEMBER STATES ONLY**

Post Title: Panel Executive Officer IST (Information Systems Technology)
Science and Technology Organization Collaboration Support Office (STO/CSO)

Grade: NATO Grade G17

Duty location: Paris (Neuilly-sur-Seine), France

Duty start: This position is the result of the conversion of a military position into a NATO international civilian position. The position is vacant. The incumbent will be offered a 2 years definite contract that can be, under conditions, extended by another two years contract. The conversion is still pending final NAC approval.

Closing Date: 29th February 2024

Vacancy ref.: 240060

The interview of shortlisted candidates is provisionally scheduled to be held beginning of April 2024.

1. POST CONTEXT AND RESPONSIBILITIES.

1. The mission of the NATO STO is to help position the Nations and NATO's S&T investments as a strategic enabler of the knowledge and technical advantage for the defence and security posture of NATO Nations and partner Nations.
2. As described in the STO Charter, the STO Collaboration Support Office (CSO) is one of the executive bodies of the STO. Within the framework of the STO Collaborative business model, the CSO provides executive and administrative support to the S&T activities conducted through the STO level 2 committees, the Scientific and Technical Panels and Group, and level 3 working groups.
3. The position title is Panel Executive Officer for the Information Systems Technology Panel Office (IST) Panel of the Collaboration Support Office (CSO) which is an Executive Body of NATO STO. The IST Panel is one of the STO level 2 Committees, composed of experts appointed by the Member Nations and NATO Staffs, integrating S&T information exchange and cooperative S&T activities. A NATO Member Nation provides the incumbent.

2. Functions include:

1. Assisting the Panel Chairman in the development of, and assisting the Director of the CSO in the planning, programming and budgeting of that part of the STO Collaborative Program of Work (CPoW) related to the Information Systems Technology Panel.
2. Providing technical, administrative advice and guidance to assist the Panel in development of a dynamic program that is carried out, in a vigorous manner, in accordance with the mission, policies and directives of the STB and NATO S&T Strategy and Priorities.
3. Reviewing, analyzing and distributing relevant technical information from NATO and non-NATO S&T documents to inform the Panel members in considering cooperation and collaboration opportunities and in developing the Panel Program of Work.
4. Managing the administrative and logistical support of Panel activities, including business meetings, symposia, specialist meetings, working groups, courses and other Panel functions. This includes the pre-planning for and organization of the various meetings, which are held throughout the NATO community and require tactful and detailed co-ordination, preparing and distributing Summary Records and other reports required to keep the Panel informed of administrative actions and procedures relating to the operation.
5. Developing, managing and continually updating a detailed yearly budget and funding schedule for the approved Panel program, and periodically briefing the Director on its current status during program reviews.
6. Providing guidelines for the selection of, initiating and monitoring contracts for scientists and engineers to write, edit, and review material for STO publications and to participate in co-operative programs amongst the NATO Nations.
7. Supervising the editing of the Executive Summaries, Abstracts and Keywords of the Panel's STO publications and overseeing the preparation of and reviews of these publications for printing.
8. Overseeing the effective implementation and management of Support Projects to the Supported Nations, including ensuring proper reviews and approvals are received, contracts for participants are issued, and ensuring status and final reports are submitted.
9. Initiating contracts allowing Panel Members from the Supported Nations to attend Panel Meetings.
10. Ensuring the promotion and maintenance of proper communication with individuals in high level international programs as a representative of the CSO on issues related to Panel activities.
11. Assisting the Head OCO in the planning and execution of Consultant Programs.
12. Serving as Technical Advisor to the Director of the CSO in the field of Information Systems Technology and preparing studies and other assignments within his technical specialty or from other expertise available on the Panel as may be required.
13. Planning, directing and supervising the work of the Executive Assistant assigned to the Information Systems Technology Panel.
14. Performing other staff functions as requested by the Director of the CSO if appropriate and feasible within the Executive Officer's capacity.

Special Requirements and Additional Duties

15. The post-holder is actively involved in selecting the Executive Assistant assigned to the Panel.
16. Performing additional related duties as required.

3. AUTHORITY

The Executive Officer (IST Panel) Reports to the Head Operations and Coordination Office (OCO). He/she supervises the Executive Assistant to the Panel.

4. QUALIFICATIONS

ESSENTIAL

Professional /Experience

- A broad knowledge in at least one discipline relevant to the Panel's scope.
- Experience in writing, editing, and preparing technical reports and studies for presentation and publication is required.
- Experience in planning and managing scientific and technical meetings is required.
- Initiative, tact and the capacity to co-operate and work harmoniously with civilian and military personnel from the NATO nations are essential qualifications.
- A civilian equivalence to the grade of Lieutenant-Colonel is required.

Education/Training

- A university degree (Master level) or equivalent in a field of interest to CSO is mandatory.
- Ability to assess research requirements and to plan, co-ordinate, and evaluate research as it relates to these requirements.
- Skill in administrative and technical management of research and development programs.
- Skill in communicating orally and in writing to present facts and recommendations in clear, concise, and logical terms to appropriate personnel.
- Adaptability to travel and ability to operate autonomously in a foreign environment where minimum local support is provided

Language

- Good knowledge of one of the two official NATO languages (SLP: 3333) and a fair knowledge of the other (SLP: 2222). The work at the CSO is mainly conducted in English.

DESIRABLE

The following would be considered an advantage:

Professional /Experience

- A broad knowledge of technical sciences with an Information Systems Technology experience related to the defence environment.
- Experience in office procedures and management skills.

Education/Training

- A post-graduate degree is preferred.

Language

- Very good knowledge of both NATO official languages.
- Knowledge of other European language(s).

5. COMPETENCIES

1. Personal attributes

- a) Leadership.
- b) Initiative.
- c) Tact and capacity to co-operate and work harmoniously with high-level civilian and military personnel of different NATO nations.
- d) Reliability.
- e) Trustworthiness, discretion and high sense of responsibility.
- f) Demonstrated capability to supervise personnel

2. Managerial responsibilities

The incumbent oversees the work of the Panel Executive Assistant.

3. Professional Contacts

- a) The incumbent is responsible for an extensive network of professional contacts within NATO and international delegations of government, academia and industry representatives.
- b) The incumbent must use diplomacy, initiative, flexibility, and a highly imaginative approach to problem solving in negotiating with the network of professional contacts.

4. Contribution to the Objectives

This position is of primary importance for achieving the objective of maintaining a world class Collaborative Program of Work (CPoW). The post holder is the cornerstone for the proper functioning of the IST panel

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 G17. The starting basic monthly salary will be Euro 8.900, 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.

The successful candidate will be offered a definite duration contract of two years, which may, on conditions, be followed by another two years 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 31 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 (Beginning April 2024).

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.