



VACANCY NOTICE

Internship - Administration (241857)

Primary Location: Italy-La Spezia

NATO Body: Centre for Maritime Research and Experimentation (CMRE)

Schedule: Full-time

Application Deadline: 19 January 2025

Salary (Pay Basis): 1,339.30 EUR (Monthly)

Grade INTERN

Clearance Level NS

If you would like to gain experience working for a political and military alliance that promotes freedom and security, then the NATO Internship might be for you!

NATO STO-CMRE offers six-month internships to applicants in the third year of their university studies, or recent graduates of a bachelor or master's programme. Internships apply to a broad range of expertise and skillsets, providing opportunities in areas like business support, human resources, infrastructure and facilities.

1. POST CONTEXT

Internships take place at NATO STO-CMRE, La Spezia (Italy).

CMRE is an established, world-class scientific research and experimentation facility that organizes and conducts scientific research and technology development, centred on the maritime domain, delivering innovative and field tested Science & Technology (S&T) solutions to address defence and security needs of the Alliance.

Main objectives of the NATO Internship Programme:

- To provide interns with the opportunity to learn from the NATO community and get a better understanding and a more balanced view of the Organization;
- To improve NATO's access to theoretical and technical knowledge that the intern can apply through practical work assignments;
- To contribute to creating a more diverse workforce;
- To expand knowledge and understanding of NATO in member countries.

2. PRINCIPAL DUTIES

The duties may include:

- Administrative support;

- Logistics (supply chain, warehouse & stock management);
- Infrastructure and facilities management;
- Event & conference management;
- Human Resources (recruitment, staff services, organisational development);

a. Flexibility Clause

- The intern may be required to perform other related duties even in other parts of the organization as directed.
- All other related duties should correspond with the required competencies for the job.

3. ESSENTIAL QUALIFICATIONS

To apply for a NATO internship, you must fulfil below criteria on the date of your application:

- **Age:** 21+
- **Nationality:** a citizen of a [NATO member country](#);
- **Educational status:** at least two years of university completed and enrolled in a third year or having obtained your highest degree less than a year prior;
- **Languages:** proficiency in one of the two official NATO languages: English or French. A working knowledge of the second is considered an asset.

NOTE: Most of the work of CMRE is conducted in the English language (SLP 3333).

4. DESIDERABLE QUALIFICATIONS

No professional experience is required for this position, although some experience in one of the relevant domains might be considered as an asset.

5. 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);
- Tact and diplomacy/discretion.

6. REMARKS

Security Clearance at the NATO SECRET level may be requested for you if deemed necessary.

Travel costs will be reimbursed up to a certain threshold.

RECRUITMENT PROCESS:

When submitting your application, please note that you are applying for a candidate pool, and not for a particular assignment. You will receive an acknowledgement of receipt of your application from the system. This being an open call for applications, you should not expect to receive any feedback on your candidature, unless selected for an interview for a specific assignment.

IMPORTANT:

Internship placements do not guarantee further employment by NATO. In order to gain employment by NATO at any point following your internship, you must participate in the standard recruitment process.

Please attach an updated CV and relevant certifications to your application.

You are responsible for keeping your information up-to-date by making the appropriate changes (e.g. availability, clearance, etc.) directly in your Taleo application, if and when required! Please do not re-apply if changes occur, but edit your application at any time.

Any questions on this subject should be sent to recruitment@cmre.nato.int

ADDITIONAL INFORMATION:

NATO is committed to diversity and inclusion, and strives to provide equal access to employment, advancement and retention, independent of gender, age, nationality, ethnic origin, religion or belief, cultural background, sexual orientation, and disability. NATO welcomes applications of nationals from all member Nations, and strongly encourages women to apply. Building Integrity is a key element of NATO's core tasks. 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.

For more information on how to apply:

- [How to apply for posts within NATO](#)
- [6 tips to apply for posts within NATO](#)

NOTE:

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.



HOW TO APPLY:

Applications are to be submitted using the NATO Talent Acquisition Program (NTAP) <https://nato.taleo.net/careersection/2/jobdetail.ftl?job=241857&lang=en>

Applications submitted by other means are not accepted. NTAP allows adding attachments. Essential information must be included in the application form. Particular attention should be given to Education and Experience section. Each question should be answered completely. Expressions such as “please see annex / enclosed document” or invitations to follow links to personal webpages are not acceptable and will be disregarded. All answers should be in English preferably, or French.