

	NATO	NORTH ATLANTIC TREATY ORGANIZATION INTERNATIONAL STAFF
	OTAN	ORGANISATION DU TRAITÉ DE L'ATLANTIQUE NORD SECRETARIAT INTERNATIONAL

VACANCY NOTIFICATION/ NOTIFICATION DE LA VACANCE DU POSTE

NATO Internship - International Military Staff, Executive Coordinator, Knowledge Management Section (250775)

Primary Location: Belgium-Brussels
NATO Body: International Military Staff (NATO IMS)
Schedule: Full-time
Application Deadline: 22-Jun-2025
Salary (Pay Basis): 1,286.09Euro (EUR) Monthly
Grade INTERN
Clearance Level NS
Description

INFO-SESSION ON THE VACANCY AND RECRUITMENT PROCESS

NATO is organising an info-session webinar on the recruitment process for this programme which will take place on **11/06/2025 at 4pm CET (Brussels time)**. This will be the opportunity for applicants and professionals to gain more insight into the steps of the recruitment process and to have the opportunity to ask questions to Talent Acquisition Service. Some interns and/or former interns will also share their experience of the programme with the audience.

Please register using the following link:

https://us06web.zoom.us/webinar/register/WN_HdnqpN5hSDaM-t7JB8IAuQ

Are you eager to learn how NATO makes political and military decisions? Are you willing to work in a dynamic work environment with various stakeholders from NATO's 32 member Nations? Do you have strong technical skills? Are you keen to work at the heart of the preparations of the NATO Defence Ministers' and Military Committee meetings? Then this internship position is for you!

The NATO International Military Staff (IMS) is currently looking for interns to join the Knowledge Management (KM) Team. This team has the lead role in improving the Knowledge Management across the IMS. Automating business processes, leveraging artificial intelligence (AI) or enhancing knowledge sharing in the organization are some of many examples of areas of work performed by the KM team. Ultimately, the KM team's goal resides in streamlining the work of the IMS members and to provide the most relevant and accurate information possible to the Military Committee to ensure proper decision-making in a quick and efficient way.

How the daily work will look like?

Interns will gain a comprehensive understanding of NATO's Military planning process at the strategic political-military level. Interns in the KM Team will also gain valuable skills relating to Microsoft SharePoint development, web design, user experience, knowledge sharing, collaboration, and process automation.

The intern will:

- Assist the Head of Knowledge Management (KM) with the sustainment of collaboration and workflow capabilities;
- Assist the Head of KM in evolving IMS collaboration capabilities to maximize knowledge sharing within the IMS and with external organisations;
- Assist with the review and analysis of IMS business processes and recommend ways of improving these processes;
- Assist with the development of custom SharePoint web pages using HTML, CSS and JavaScript;
- Assist with user interface and user experience development and improvement of KM-supported initiatives;
- Provide direct support, training, and assistance to users of IMS collaboration and workflow capabilities;
- Attend meetings, working groups, and conferences related to knowledge management;
- Liaise with all IMS Divisions, the International Staff, and other NATO Agencies regarding implementation of IMS collaboration and workflow capabilities.

What do we offer?

- A 6-month traineeship at NATO Headquarters, in Brussels, starting in March / September 2026.
- A full-time traineeship (38 hours a week).
- A monthly grant of €1,286.09 and a travel reimbursement upon joining and leaving the organisation.
- Teleworking subject to business requirements.
- A rich programme of activities, attending regular events and participating in meetings with several stakeholders.
- NATO HQ Staff Centre which promotes employee well-being and foster a healthy work environment (click [here](#) for more info, special membership price for NATO interns)

Selection Criteria

Please note that you can apply for up to three (3) different vacancies!

Apply until 22 June 2025 at 23.59, Brussels time.

Essential:

The candidate must:

1. be a national of a NATO member state,
2. be at least 21 years old,
3. have at least two years of university level studies OR equivalent education OR be currently a student OR a recent graduate (degree obtained no longer than 12 months ago),
4. have proficiency in one of the two official NATO languages (English/French).

Desirable:

The following criteria will be considered an advantage:

1. have a Bachelor's degree or in the final stage of a Master's degree relevant to the requested area of expertise,
2. elementary knowledge of the second official NATO language (English/French),
3. be an advance user of IT tools including Microsoft Office, SharePoint;
4. previous experience with other international organizations, national administration, research or industry.

Competencies required:

The candidate must demonstrate the following competencies:

- **Achievement:** Works to meet standards.
- **Analytical thinking:** Breaks down problems and see basic relationships.
- **Clarity and accuracy:** Shows general concern for order and clarity, and checks own work.
- **Customer service orientation:** Responds appropriately, maintains clear communication.
- **Empathy:** Listens actively.
- **Flexibility:** Acts with flexibility.
- **Initiative:** Reacts to short-term opportunities or problems.
- **Organizational awareness:** Understands the Organization's structure.
- **Teamwork:** Cooperates, shares information and knowledge freely, offering support and cooperation.

Our Values:

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 and candidates living with disability 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.

Special Notice:

In order for the Internship Office to assess your eligibility for the Internship Programme, please attach the following documents:

1. Copy of university qualifications you have completed and/or
2. Proof of ongoing studies with the dates clearly mentioned if you are still studying.

We prefer that these documents are in one of the NATO official language (English or French). If you don't have these documents in English or French, please attach a self translation.

Please ensure that all information is complete and accurate before submitting your application.

Please note that the application cannot be updated after the relevant deadline.

The pool of candidates will be available to all NATO IS / IMS Divisions, Offices and NATO Bodies in case there is a need for a similar profile.

Due to the broad interest in NATO and the large number of potential candidates, telephone or e-mail enquiries cannot be dealt with.

Read more about the Internship Programme, including terms and conditions, and what we offer at our [website](#).

Kindly note that 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.