

	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, Policies and Capabilities Division (250771)

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 more about NATO strategic planning and policy? Are you willing to work in a dynamic work environment with various stakeholders such as national delegations? Do you have strong drafting skills? You are keen to work at the heart of the preparations of Summits and Defence Ministers' meetings? Then this internship position is for you!

NATO is currently looking for interns to the Strategic Analysis and Planning Cell (SAPC), which is responsible for assisting the International Military Staff leadership in long-term military-strategic thinking and to provide a more proactive consideration of longer-range strategic issues.

The Strategic Analysis and Planning Cell (SAPC):

- Leads analysis of political and military trends, nation's long-term plans, worldwide strategic events and force developments, in order to identify military-strategic issues to be further developed within the IMS for the MC;
- Assists the IMS leadership to determine the long-term implications, risks and consequences of the advice provided at military-strategic level.
- Prepares and chairs meetings for the relevant MCWGs in their contribution to MC assessments and recommendations on appropriate Alliance internal and external structural and procedural adjustments.

- Represents the MC or exceptionally support another MC Representative at various IS committees
- Briefs/lectures on NATO strategy and related topics in support of NATO schools, some NATO fora, and the NATO Press & Information Office.

How the daily work will look like?

Interns will gain a comprehensive understanding of NATO's defence planning issues at the strategic political-military level and of all aspects relating to NATO defence policy and capabilities. They will also gain full awareness of the NATO Strategic Policies and Concepts Process. They will have an opportunity to participate in both policy-making and operational components of NATO activity. They will have an opportunity to enhance research and writing skills.

The intern will:

- Assist in developing and formulating policy and political military advice;
- Assist in the framing of NATO's overall defence policy as it relates to the Alliance's ability to undertake its commitments across the full spectrum of conflict;
- Assist in the preparation of policy papers, checklists, Background and Speaking Briefs for the use of the Director of the Policy and Capabilities Division, Director General International Military Staff, Chairman of the NATO Military Committee and other high level NATO officials;
- Support the Chairman of Military Committee Working Group;
- Conduct research, draft meeting minutes, reports, internal briefs and agendas;
- Observe meetings (North Atlantic Council, Military Committee and Working Groups) and write reports and minutes;
- Attend relevant NATO events and conferences;
- Engage and co-operate with International Military Staff Divisions, International Staff/Defence Plans & Policy, Strategic Commands and Nations;
- Organise visits and meetings;
- Provide additional admin support to division activities;

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.