



**SCIENCE AND TECHNOLOGY ORGANIZATION  
COLLABORATION SUPPORT OFFICE**



**NOTIFICATION OF A “G8” GRADE VACANCY  
OPEN TO NATIONALS OF NATO MEMBER STATES ONLY**

**Post Title:** Panel Assistant (Operations and Coordination)  
**Grade:** NATO Grade G8  
**Positions:** 2  
**Duty location:** Paris (Neuilly-sur-Seine), France  
**Duty start:** New Positions

These positions will be filled subject to final approval of the revised ST/CSO Peacetime Establishment (PE) by the North Atlantic Council (NAC). Approval is expected in the Spring of 2021.

**Closing Date:** 3 May 2021  
**Vacancy ref.:** 210209

The interview of shortlisted candidates is provisionally scheduled to be held via Video Tele-Conference on 25 May 2021.

## **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](http://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.

In the Front Office of the Operations and Coordination Office (OCO), the two Panel Assistants (Operations and Coordination) provide additional support to the Panels/Group Offices in all Assistants' tasks pertaining to the support to the STO Collaborative Programme of Work (CPoW). Each Panel/Group is one of the STO Level 2 Committees composed of experts

appointed by the member nations and NATO staff integrating S&T information exchange and cooperative S&T activities.

The responsibilities of a Panel Assistant consist in:

- Assisting in organizing support to Panels/Group activities, such as business meetings and technical activities including Symposia, Specialists' Meetings, Workshops, Task Groups, Courses and other Panel functions.
- Supporting the organization of Activities and visits hosted by the Executive Office. Supporting in the preparation of Call-for-Papers, Instructions to Authors, General Information Package, program announcements, preprints and proceedings of technical meetings, including classified meetings, ready for reproduction and dissemination.
- Maintaining records, contacts and database as required. Preparing documents of non-technical nature for signature. Collaborating with colleagues to ensure an exchange of information. Following-up on the detailed and complex administrative support to Partners participants in Panel activities
- Supporting contract procedures and following-up with all Panel contractors and Contracts Office (consultants, Panel Members, Partners and others).
- Liaising with individuals in high level scientific international programs, such as Panel Members, Authors, attendees at meetings at varying senior levels, staff members of the Office of the Chief Scientist (OCS), National Coordinators

## **2. AUTHORITY**

The Panel Assistants (Operations and Coordination) report to the Executive Officer (Operations and Coordination) and, when instructed, will take over all Panels/Group Office Assistant functions and responsibilities should a position become vacant.

## **3. QUALIFICATIONS**

### **ESSENTIAL**

#### ***Professional /Experience***

- a) Three-year experience in a responsible administrative job in an international environment.
- b) Experience in the operation of computers, word processors and database software.
- c) Ability to carry out complex administrative tasks independently or with a minimum of supervision.

#### ***Education/Training***

- a) Having successfully completed a post high-school specialized education and training as a multilingual personal assistant.
- b) Be able to take notes and write meeting reports.

#### ***Language***

Upper-Intermediate knowledge of one of the two official NATO languages (SLP : 3322) and elementary knowledge of the other (SLP : 2222). The work is mostly conducted in English.

## **DESIRABLE**

### *Professional /Experience*

Prior experience as an Assistant in a Scientific and/or Technological professional environment would be considered an advantage.

### *Education/Training*

Advanced training in the use of office software suites.

## **4. COMPETENCIES**

The incumbent must be able to work independently and ensures the continuity of the activities on a day-to-day basis as well as during absences of the Executive Officer. The post holder possesses personal qualities of tact, judgment, adaptability and diplomacy in order to work harmoniously with colleagues and other staff, both civilian and military, from NATO and non-NATO Nations, as well as with staff from private scientific/industrial organizations.

## **5. SECURITY CLEARANCE LEVEL**

The applicant must be eligible for a NATO Secret security clearance.

## **6. WORKING ENVIRONMENT**

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

## **7. EMPLOYMENT TERMS AND CONDITIONS**

The position is at grade G8. The starting basic monthly salary will be Euro 4,031.69 (2021 salary value, subject to future adjustments in accordance with NAC decisions), 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. If the successful applicant is seconded from the national administration of one of NATO's member States, a 3-year definite duration contract will be offered, which may be renewed for a further period subject to the agreement of the national authority; the maximum period of service in the post as a seconded staff member is six years.

Serving staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations in force at the date of the 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.

## **8. APPLICATION PROCEDURE**

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

Applications must be submitted as follows, as applicable:

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- 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](http://www.nato.int/recruitment)

A Selection Panel will evaluate the applications. Applicants who pass the initial screening will be invited to attend an interview with the Selection Panel via video teleconference (tentative date 25 May 2021). 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.