SCIENCE AND TECHNOLOGY ORGANIZATION
COLLABORATION SUPPORT OFFICE

NOTIFICATION OF A B-4 / G10 GRADE VACANCY
OPEN TO NATIONALS OF NATO MEMBER STATES ONLY

Post Title: Executive Assistant
Science and Technology Organization Collaboration Support Office (STO/CSO)

Grade: NATO Grade B-4 / G 10

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

Duty start: the position is vacant as of 1st JANUARY 2023

Closing Date: 18th November 2022

Vacancy ref.: 220785

The interview of shortlisted candidates is provisionally scheduled to be held mid-January 2023.

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). 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.

Within the framework of the STO Collaborative business model, the CSO through the six existing Panel Offices and the Modelling and Simulation Coordination Office (MSCO) provides executive and administrative support to the S&T activities

The position title is Executive Assistant to the Panel Applied Vehicle Technology (AVT).

2. Functions include:

Under the direction and supervision of the Panel Executive Officer, the executive assistant is responsible for:

1. In coordination with the hosting Nation, organizing logistical aspects of off-site Panel activities, such as Business Meetings and Symposia, and managing the administrative aspects for such meetings.

2. In coordination with the internal CSO support services, organizing administrative and logistical aspects for on-site Panel activities, such as Technical Team and Exploratory Team meetings.
3. Advising Technical Teams and collecting, assembling, and verifying content lists of scientific publications for editing, approval and translation by the Publication Office.

4. Supporting scientific messaging efforts by compiling Panel provided content for communication products.

5. In the area of Information / Project Management: developing methodology for administrative tasks. Maintaining records, contacts and database as required. Collaborating with colleagues to ensure an exchange of information and best practices implementation. Administrative management of the various projects (e.g. events organization, publication process) respecting deadlines, resources and priorities.

6. Conducting pre-trips across the Alliance and to Partner Nations regarding future Symposia and Panel Business Meetings. The incumbent must be able to advise on the necessity for a pre-trip, judge the adequacies of local arrangements, propose and advise the local Host Coordinator on venue, arrangements and organization of Symposia and Panel Business Meetings. Supervising the local support staff provided by the Host Nations at these meetings.

7. Representing the Panel, in line with the delegation of duties and tasks given by the Panel Executive Officer, in dealing with the CSO Staff, authorities in NATO and high level persons working outside the CSO. In doing so, he/she uses in-depth knowledge and experience of CSO operating procedures, and acquired knowledge and experience to respond to queries.

8. Contributing to the elaboration of the Decisions Sheets: proof-reading, editing and cross checking the contents of Decision Sheets and Agendas in collaboration with the Panel Executive Officer as a joint editorial function.

9. Providing the Principal Assistant (CPoW Contracting) the information required for initiating the contract procedures related to the Collaborative Program of Work (CPoW). Assisting in following-up with all contractors (consultants, Panel Members, Partners and others), in liaison with the Principal Assistant (CPoW Contracting).


11. Assisting the Panel Executive Officer in the preparation and management of the Panel Program of Work, the Cooperative Planning Program, and Consultant and Exchange Program Budgets. Initiating and maintaining up to date Panel Spending Plan.

12. Providing material for the preparation of agendas and associated documents, collecting and preparing background material for committee sessions of the Panel.

13. Preparing the Panel’s yearly travel plan and enter approved missions into the financial system. Arranging travels as required for the Executive Officer and self.

14. Assisting as required the Security Office in ensuring that security procedures are followed, which may include taking care of classified mail and material.

Special Requirements and Additional Duties

1. Performing other related functions as directed by Panel Executive Officer.

3. AUTHORITY

The Executive Assistant reports to the Panel Executive Officer.
4. QUALIFICATIONS

ESSENTIAL

Professional /Experience
• Five-year experience as an administrative assistant, followed by two years in an administrative position at same level of responsibilities.
• Experience in the operation of computers, word processors and database software.
• Ability to carry out complex administrative tasks independently or with minimum supervision.

Education/Training
• Have successfully completed a post high-school specialized education as a multilingual personal assistant, or demonstrated equivalent training.
• Be able to take notes and write meeting reports.

Language
• Very Good knowledge of one of the two official NATO languages (SLP:4343) and a fair knowledge of the other (SLP: 2222). The work is mainly conducted in English.

DESIRABLE

The following would be considered an advantage:

Professional /Experience
• Prior experience as an Assistant in a Scientific and/or Technological professional environment.

Education/Training
• Advanced training in the use of office software suites.

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

5. COMPETENCIES/PERSONAL ATTRIBUTES

5.1. Personal Attributes
a) Reliability, trustworthy, discreet, with high sense of responsibility.
b) Good judgment.
c) Ability to take initiative and to work independently. Should possess a flexible approach allowing the incumbent to respond reliably and competently to changing requirements.
d) Willing to travel several times a year.
e) Willing to accept occasional prolonged duty, especially on travel.
f) Capable of working in a demanding scientific international environment.
g) Personal qualities of tact, judgment, adaptability.
h) Diplomacy and propriety 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 organisations.

5.2. Managerial Responsibilities
a) The incumbent is able to work independently whenever necessary and ensures the continuity of the Panel's activities on a day-to-day basis as well as during absences of the Panel Executive.
b) Manages administrative and logistical aspects of Panel events and supervises local support staff provided by the Host Nations at meetings.

5.3. Professional Contacts

a) Liaises with individuals in high level scientific international programs, Panel Members, Authors, and attendees at meetings at varying senior levels, the Office of the Chief Scientist (OCS), the National Coordinators’ offices.

5.4. Contribution to the Objectives

As the Panel Executive Officers rotate every three years, the position of Executive Assistant, which is a NATO International Civilian Post, ensures the corporate memory of the Panel’s activities. This is important to assist the Executive Officer taking up duties and also in preparing and coordinating the execution of all administrative tasks associated with Panel meetings, including Tasks Groups and Working Groups.

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 B4/G10. The starting basic monthly salary will be Euro 4711.10 (2022 salary value), 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.

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 30 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 (tentative date mid-January 2023).

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.