STO Executive Coordination Officer (200193)

Primary Location  Belgium-Brussels
NATO Body  SCIENCE AND TECHNOLOGY ORGANIZATION (STO)
Schedule  Full-time
Application Deadline  30-Mar-2020
Salary (Pay Basis)  7,964.85Euro (EUR) Monthly
Grade  A.4
Clearance Level  NS

Description

1. SUMMARY

The mission of the NATO Science and Technology Organization (STO) is to help position the Nations and NATO’s S&T investments as a strategic enabler of the knowledge and technical advantage for the defence and security posture of NATO Nations and partner Nations.

As described in the STO Charter, the Office of the Chief Scientist (OCS) is one of the executive bodies of the STO. The Specific functions of the OCS are to provide executive and administrative support to the Chief Scientist in his/her roles as chairperson of the STB and as the senior scientific advisor to NATO leadership.

The STO Executive Coordination Officer provides the primary support to the Chief Scientist in directing the support to the STB and maintaining the external STO relationship within NATO.

Within the STO, the STO Executive Coordination Officer is responsible for the coordination between the executive bodies of the STO.

2. QUALIFICATIONS AND EXPERIENCE / ESSENTIAL QUALIFICATIONS:

PROFESSIONAL EXPERIENCE

- Broad and in depth knowledge of Science and Technology / Research and Development organisations.
- Broad and in depth knowledge of strategic planning concepts and methods.
• Broad and in depth knowledge of Science and Technology / Research and Development programmes and activities within NATO member states’ S&T communities.
• Broad and in depth knowledge of how military technology is developed and deployed.
• Practical experience in the conduct of international relations and demonstrated ability to work effectively in an international environment with scientific and military personnel at all levels.
• Must have proven skills in leadership, conflict resolution and negotiating, chairing meetings, authorship of clear and concise documents, giving effective presentations, and training of subordinates.
• Knowledge of information management.
• A significant previous experience, minimum 5 years, of working in a Science & Technology environment in different roles.
• The incumbent is expected to have 3-year experience in working in an international environment having demonstrated the capability of working in a multinational and multicultural environment with scientific and military personnel at all levels. This pertains in particular to NATO or comparable organizations.

EDUCATION / TRAINING

• A state or university degree is mandatory. Exceptionally, the lack of a university degree may be compensated by the demonstration of particular abilities or experience of interest to the Alliance.
• Must have sufficient job experience in the same or related career field at various levels of responsibility.

LANGUAGE

• The incumbent must possess the following minimum levels of NATO’s official languages (English/French): V (“Advanced”) in English; and I (“Beginner”) in French. The work in the STO is mainly conducted in the English language.
• Higher level (II or above) of French and/or knowledge of other NATO Nations’ language(s) is considered as an asset.

STANDARD AUTOMATED DATA PROCESSING (ADP) KNOWLEDGE

• Working knowledge of office word processing, spreadsheet, graphics presentations and database software.

DESIRABLE QUALIFICATIONS:

• A post-graduate degree or equivalent training.

3. MAIN ACCOUNTABILITIES

The role of the Executive Coordination Officer is essential in the smooth operations of THE NATO Science & Technology Board, as main support to the Chief Scientist in all his/her functions.
Due to the rotational nature of the position of Chief Scientist in the OCS Office he/she possesses the corporate memory of the STB.

He/she will be responsible for:

- Providing executive support to the Chief Scientist in directing the support to the STB in close coordination with the Directors of the other executive bodies of the STO;
- Serving as the STB Secretary responsible for planning, coordinating, and executing the STB meetings to include publication of read-ahead packages, decision sheets, and the Chairman’s report to the CNAD and the MC;
- Ensuring overall coordination with the other executive bodies of the STO to monitor and follow-up actions deriving from STB decisions and guidance;
- Initiating OCS staff actions on CNAD and MC decisions, and coordinating follow-up action as required.
- Advising the STB Chairman and the Directors of the STO Executive Bodies particularly concerning the role of the STB and its constitution and procedures and representing those interests, as necessary, in other fora.
- Participating at meetings of the STB; attend other Committees’ meeting, where he/she will often be representing the Chief Scientist and the Office, as directed by the Chief Scientist.
- Liaising with senior NATO HQ management at ASG and Dir IMS level as well with MilReps and other National Representatives to facilitate the coordination of the S&T Agenda with other agendas within the NATO HQ.

OTHER DUTIES

- Performing other related functions, as directed by the Chief Scientist.

4. INTERRELATIONSHIPS

- Interacts daily with the Chief Scientist and other Staff Members in the Office of the Chief Scientist and in NATO HQ, who are international military personnel or NATO International Civilians.
- Deals with high-level scientists, engineers, national government representatives, and military personnel.
- Co-ordinates activities with Members of the Science and Technology Board, National Coordinators, Panel Chairmen and Directors and Staff of the STO executive bodies.

5. COMPETENCIES

- Leadership.
- Initiative.
- Tact and capacity to co-operate and work harmoniously with high-level civilian and military personnel of different NATO nations.
- Reliability.
- Trustworthiness, discretion and high sense of responsibility.
6. CONTRACT

Contract to be offered to the successful applicant (if non-seconded): Definite duration contract of three years; possibility of renewal for up to three years.

Contract clause applicable:

This is a post for which turnover is desirable for political reasons, the maximum period of service foreseen in this post is six years. The successful applicant will be offered a three-year definite duration contract, which may be renewed for a further three-year period.

However, the incumbent, if non-seconded, may apply for conversion to an indefinite duration contract during the period of renewal and no later than one year before the end of the 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 of up to 3 years subject also to the agreement of the national authority concerned.

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

7. HOW TO APPLY:

Applications must be submitted using one of the following links, as applicable:

- For NATO civilian staff members only: please apply via the internal recruitment portal (for more information, please contact your local Civilian HR Manager);
- For all other applications: www.nato.int/recruitment.

ADDITIONAL INFORMATION:

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

Appointment will be subject to receipt of a security clearance (provided by the national Authorities of the selected candidate) and approval of the candidate’s medical file by the NATO Medical Adviser.

Applicants who are not successful in this competition may be offered an appointment to another post of a similar nature, albeit at the same or a lower grade, provided they meet the necessary requirements.
Please note that we can only accept applications from nationals of NATO member countries. NATO as an 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.

Please note that the International Staff at NATO Headquarters in Brussels, Belgium is a non-smoking environment.