



**SCIENCE AND TECHNOLOGY ORGANIZATION
COLLABORATION SUPPORT OFFICE**



**NOTIFICATION OF A “G15” GRADE VACANCY
OPEN TO NATIONALS OF NATO MEMBER STATES ONLY**

Post Title: Staff Officer (Corporate and Scientific Messaging)
Grade: NATO Grade G15
Duty location: Paris (Neuilly-sur-Seine), France
Duty start: New Position

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

Closing Date: 12 May 2021
Vacancy ref.: 210226

The interview of shortlisted candidates is provisionally scheduled to be held via Video Tele-Conference on 17 or 18 June 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).

As described in the STO Charter, the STO Collaboration Support Office (CSO) is one of the executive bodies of the STO. Within the framework of the STO Collaborative business model, the CSO provides executive and administrative support to the S&T activities conducted through the STO level 2 committees and level 3 working groups.

In its areas of expertise, the CSO provides assistance and support to the S&T Board, its Chair, the Chief Scientist, and his/her office.

Scientific Messaging is key element in the overall Outreach function that is necessary to meet the objectives of the CSO. It is an essential support to the development and communication of the STO strategy to the widest audience involved in S&T for defence and security. It is an important element in providing a communication/messaging framework for all CSO communication products in order to guarantee the coherence, accuracy, quality, style and policy compliance across all materials, thus ensuring that communications are an enabler of the CSO's work.

With the purpose of informing, educating, sharing, and raising awareness of science-related topics generated in the STO to both expert and non-expert audiences, the incumbent is responsible for the development and use of high quality written and visual content for a range of scientific communication purposes via digital and occasionally print media, including, videos, presentations and web content.

The functions of the Staff Officer, Corporate and Scientific Messaging, include:

- Managing the development and delivery of tailored Corporate Messaging products to include internal and external stakeholders such as other NATO bodies, academia, industry, and various defence laboratories, civilian and military decision makers, war

fighters, scientists, etc. This includes researching, drafting, collecting and editing communication content such as articles, newsletters, booklets, leaflets, speeches and support in the creation of content on Social Media and other relevant online platforms.

- Assisting in the development of partnerships, provide advice and communication support as appropriate.
- Using social media to promote the scientific nature of the STO and maintain contact with other members of the scientific community to share relevant CSO activities,
- Informing, educating, sharing and raising awareness of scientific topics being worked on at the STO.
- Maintaining, developing and cataloguing all communication materials and contacts in a database to be used by STO as a source of Outreach and Scientific Messaging.
- Producing materials such as hard copy promotional materials and reports, press releases to support substantive and externally engaging items of S&T news, and case studies of research excellence in Science & Technology.

In accordance with guidance provided by the COS Office Policy and Outreach Executive Officer, work with a number of stakeholders (National Coordinators, KIMC, OCS, CMRE, ACT, NATO PDD) in identifying possible outlets for Scientific Messaging and tailoring the message to meet the particular audience; and to coordinate scientific messaging and corporate communication initiatives.

In close coordination with the Staff Officer (Administrator Information Management and Systems), manage the STO's online media and web presence, maintaining sections of the website that relates to the scientific messaging function, and managing social media platforms (LinkedIn, Twitter, Facebook, YouTube, etc). In particular, eliciting articles of scientific interest for inclusion on the website and social media platforms; working mainly with the OCO Front Office and Panel/Group Offices to elicit messaging pertaining to CSO scientific activities

2. AUTHORITY

The Staff Officer (Corporate and Scientific Messaging) reports to the Senior Staff Officer (IKM). The post holder deputizes for the Senior Staff Officer (IKM) in case of absence.

3. QUALIFICATIONS

ESSENTIAL

Professional /Experience

Sound experience in the field of communications including recent experience in communicating scientific information.

Education/Training

A Master's degree in Communications, Marketing, Journalism, Public Relations, or International Relations.

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

- a) Relevant prior experience in media, especially web publishing and social media.
- b) Experience with defence and security related communication in an International environment.

Education/Training

Training in the utilization of social media platforms.

4. COMPETENCIES

The incumbent works in very close coordination and cooperation with other members of the IKM Office in deciding upon and actually implementing the scientific message. In this manner the post holder provides both advice and specific guidance to the Publications team and STO Webmaster (Administrator, Information Systems), and also the Knowledge and Analytics Manager when dealing with statistics and data visualization. The incumbent must be reliable, trustworthy, discreet showing high sense of responsibility and possess good judgement, diplomacy and courtesy.

5. SECURITY CLEARANCE LEVEL

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

6. WORKING ENVIRONMENT

Normal office work environment, with occasional prolonged duty, and duty travels abroad.

7. EMPLOYMENT TERMS AND CONDITIONS

The position is at grade G15. The starting basic monthly salary will be Euro 6,435.64 (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:

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 will be invited to attend an interview with the Selection Panel via video teleconference (tentative dates 17 or 18 June 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.
