



VACANCY NOTICE / AVIS DE VACANCE DE POSTE

Temporary Staff (DIANA) (230136)

Primary Location: United Kingdom-London

NATO Body: Defence Innovation Accelerator for the North Atlantic (DIANA)

Schedule: Full-time

Application Deadline: 31-Dec-2023

Salary: () Euro (EUR) Monthly

Clearance Level: NS

Description:

The Defence Innovation Accelerator for the North Atlantic (DIANA) is NATO's newest body. From across the Alliance, DIANA will bring together innovators and operational end users to foster a transatlantic ecosystem supporting dual-use ground-breaking innovation in deep technologies.

*DIANA is looking for applicants to fill **temporary positions** that arise occasionally within the DIANA Executive (DX) at DIANA Headquarters in London, UK.*

Are you a national of a NATO member state, with skills in a relevant discipline, and proficiency in English or French (preferably with a good knowledge of the other language)?

Do you have experience in innovation, Emerging Disruptive Technologies (EDTs), research environments with a deep tech focus, innovative ecosystems, contracting & procurement, project management, legal, finance, etc.?

Then this might be an opportunity for you!

In view of the nature and of the urgency of the temporary positions we are looking to fill, it is important for candidates to be available for temporary employment on short notice. In practice, this implies either being in possession of valid NATO security clearance at the time of application or having been in possession of such a clearance with the possibility to reactivate it swiftly. We therefore only encourage applications for temporary positions if you are already, or have previously been, in possession of a valid NATO security clearance.

1. QUALIFICATIONS AND EXPERIENCE

You will have experience in one of the following areas:

- Administrative Support;
- Technology development, EDTs & innovation;
- Entrepreneurship;
- Project management;
- Contracting & Procurement;
- Finance & Accounting;



- Human Resources;
- Legal Affairs, International Law;
- Information Communication Technology;
- Cyber Defense/Security
- Document Processing and Collaboration (Archives, Library Services);
- Public relations (Event Organization, Media Affairs, Journalism, Editing, Communication Campaign);
- Research in deep tech

2. COMPETENCIES

You will demonstrate:

- Clarity and Accuracy (Checks own work);
- Customer Service Orientation (Takes personal responsibility for correcting problems);
- Empathy (Listens actively);
- Flexibility (Acts with flexibility);
- Initiative (Is decisive in a time-sensitive situation);
- Organizational Awareness (Understands the Organization's structure);
- Teamwork (Expresses positive attitudes and expectations of team or team members).

3. RECRUITMENT PROCESS

When submitting your application, you are not applying for a particular assignment. You will receive an acknowledgement of receipt of your application.

If your profile is of interest to the organization, you may be invited for an online video interview assessing your behavioural competencies. We will include you in our temporary staff database, depending on the outcome of this interview. In the event a request for a temporary assignment arises that fits your profile, you might attend a further interview (phone, Skype or in-person) with the hiring manager, assessing your fit for a specific temporary assignment.

It is a condition of employment that before a temporary staff member can be appointed, the Organization must have received a security clearance certificate (minimum NATO Secret) from the government of the country or countries of which he/she is a national.

Important:

Note that this process is only to be included in our temporary database, and does not constitute a guarantee of employment.

Please attach an updated CV and relevant certifications to your application.

You are responsible for keeping your information up-to-date by making the appropriate changes (e.g. availability, clearance, etc.) directly in your Taleo application, if and when required! Please do not re-apply if changes occur, but edit your application at any time.



Any questions on this subject should be sent to recruitment@diana.nato.int

4. WHAT WE OFFER

- 38 hours per week schedule;
- 2.5 paid days of leave per month;
- Fulfilling working atmosphere in an international community;
- Contract: in accordance with the NATO Civilian Personnel Regulations, temporary staff may not be employed more than 6 months for the same assignment. However, if later required, contracts may be extended for another period of up to six months.
- Salary: the remuneration of temporary personnel will be specified in their contracts. It is not exempt from taxation. Temporary personnel are responsible for acquitting themselves of their responsibilities for the payment of taxes.
- Benefits package: temporary staff are covered by a benefits package which consists of pension contributions by the Organization (12% of basic salary), medical and accident benefits (death and invalidity) provided under the NATO Group insurance contract, and paid leave of 2.5 days per month worked. For staff eligible under NATO rules, there is also a dependent child allowance and coverage for dependent children for medical benefits.

You will find useful information on our conditions of employment at NATO and other practical details on our website: <http://www.nato.int/cps/en/natolive/86784.htm>

5. ADDITIONAL INFORMATION

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 to apply.

Building Integrity is a key element of NATO's core tasks. NATO values commitment to the principles of integrity, transparency and accountability in accordance with international norms and practices established for the defense 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.

6. CONTRACT

The successful applicant will be employed for an initial period of 3 years, subject to budgetary approval, with the possibility for extension.

7. RECRUITMENT PROCESS

Please note that we can only accept applications from nationals of NATO member countries.

Applications must be submitted using e-recruitment system, 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

Selection of candidates for NATO posts is based upon the merit principle.

Please also note that at the time of the interviews, candidates will be asked to provide evidence of their education and professional experience as relevant for this vacancy.

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.

More information about the recruitment process and conditions of employment, can be found at our website (<http://www.nato.int/cps/en/natolive/recruit-hq-e.htm>)

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

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.

The nature of this position may require the staff member at times to be called upon to travel for work and/or to work outside normal office hours.

The organization offers several work-life policies including Teleworking and Flexible Working arrangements (Flexitime) subject to business requirements.

Please note that the International Staff at DIANA Headquarters in London, UK is a non-smoking environment.

For information about the NATO Single Salary Scale (Grading, Allowances, etc.) please visit the NATO [website](#). Detailed data is available under the Salary and Benefits tab.

For more information on DIANA, please visit our [website](#).