



**SCIENCE AND TECHNOLOGY ORGANIZATION
COLLABORATION SUPPORT OFFICE**



**NOTIFICATION OF A “G10” GRADE VACANCY
OPEN TO NATIONALS OF NATO MEMBER STATES ONLY**

Post Title: Web and Communications Coordinator
Science and Technology Organization Collaboration Support Office (STO/CSO)

Grade: NATO Grade G10 (the position is newly created and will be under a temporary contract)

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

Duty start: the position is newly created

Closing Date: 15 Dec 2023

Vacancy ref.: 231276

The interview of shortlisted candidates is provisionally scheduled to be held beginning February 2024.

1. POST CONTEXT AND RESPONSIBILITIES

1. The mission of the NATO Science and Technology Organization (STO) is to help position the Nations and NATO 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.
2. 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.
3. 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.
4. The Web and Communications Coordinator is responsible for supporting 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, 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. In accordance with guidance provided by the COS Office, he/she is further responsible for contributing to the development and delivery of a strategy to raise the profile of Science & Technology with a range of external international stakeholders. He/she will work closely with the Staff Officer, Corporate and Scientific Messaging (IKM) to support 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. He/she will also work closely with the STO Webmaster (Administrator Information Management and Systems) (IKM) to coordinate the publication of content to the STO website and STO Events platform, as well as content published to internal CSO web platforms.

5. The Web and Corporate Communications Coordinator reports to the IKM Head, and will work under the supervision of the Staff Officer, Corporate and Scientific Messaging (IKM) and the STO Webmaster (Administrator Information Management and Systems) (IKM).

2. Functions include:

1. Support 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 assistance in the creation of articles, newsletters, booklets and leaflets, and in the creation for social media and the STO website.

2. Work mainly with the OCO Front Office and Panel/Group Offices to identify key scientific outputs to communicate, and work with the Staff Officer, Corporate and Scientific Messaging to populate a comprehensive calendar of communications outputs.

3. In accordance with guidance provided by the COS Office Policy and Outreach Executive Officer, work with OCS, CMRE and, where relevant and appropriate, ACT and NATO PDD, in order to coordinate scientific messaging and corporate communication initiatives.

4. Ensure that guidance for all CSO communication products is maintained and up to date, in order to guarantee coherence, accuracy, quality, style and policy compliance across all materials.

5. In close coordination with the Webmaster (Administrator Information Management and Systems), help to manage the STO's online media and web presence specifically:

- a Maintain all sections of the STO website, including publishing news stories and updating other sections as necessary;
- b Leverage internal web platforms to disseminate messaging within the CSO/STO.

In close coordination with the Staff Officer (Corporate and Scientific Messaging), help to manage the STO's social media presence, specifically:

- a Draft copy for social media posts on LinkedIn, and develop accompanying imagery;
- b Develop imagery templates for each Panel/Group, and for different types of social media announcements/events;
- c Draft/edit news stories as necessary.

Special Requirements and Additional Duties

Performs other related functions as directed by the Senior Staff Officer (IKM).

3. QUALIFICATIONS

ESSENTIAL

Professional /Experience

- Minimum 1-3 years professional experience in the field of communications, preferably in an international or multi-cultural environment.

Education/Training

- A Bachelor's degree in Communications, Marketing, Journalism, Public Relations, or International Relations
- Proficiency in using social media and website content management systems (e.g. Wordpress, Joomla, SharePoint)
- Proficiency in web editorial strategy and promotion (e.g. SEO strategy)
- Proficiency in using web design tools and software (e.g. Adobe Illustrator/ CC suite, Canva, etc.)
- Demonstrated experience and proficiency in communicating scientific work to a wide range of audiences (e.g. scientists, decision makers, military, general public)

Language

- Very good knowledge of one of the two official NATO languages (SLP: 4444) 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

- Experience with defence and security related communication in an International environment.

Education/Training

- A Master's degree in Communications, Marketing, Journalism, Public Relations, or International Relations
- Proficiency in using video production/editing software
- Proficiency in developing infographics/data visualization
- Proficiency in web programming (PHP, C#)
- Proficiency in SQL database language

Language

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

4. COMPETENCIES

Requested personal attributes :

- Reliability, trustworthy, discreet, with high sense of responsibility showing tact
- Diplomacy, and courtesy.
- Good judgment.
- Ability to take initiative and work independently. Should possess a flexible approach allowing the incumbent to respond reliably and competently to changing requirements.
- Capable of working in a demanding scientific international environment.
- 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 organizations.

Professional Contacts

- Liaises with individuals in high-level scientific international programmes, Panel Members, Authors, and attendees at meetings at varying senior levels, the Office of the Chief Scientist (OCS), the National Coordinators' offices, industry, media, and national laboratories.

Contribution to the Objectives

- 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, which includes supporting the Director's objectives in reaching out to the S&T community and to the nations who contribute to, and benefit from, the collaborative efforts of the organization. It is also an important element in creating and maintaining the image and reputation of the STO and of its Collaborative Programme of Work run by the CSO.

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 B4/G10. The starting basic monthly salary will be Euro 4,998 (estimated 2023 salary value), NOT exempt from income tax. Specific allowances may apply, depending on personal circumstances of the incumbent.

In accordance with the NATO Civilian Personnel Regulations, the successful candidate will be offered a six months contract, which may, on conditions, be extended up to a further six months.

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 31 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 (tentative date end January 2024).

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.

Vacancy notification Web and Communications Coordinator