



**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 Information Management
Science and Technology Organization Collaboration Support
Office (STO/CSO)

Grade: NATO Grade G15 (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.: 231273

The interview of shortlisted candidates is provisionally scheduled to be held end of January 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 Staff Officer is responsible for providing advice and support on the effective and efficient management of information and data assets in the various systems/applications/repositories used by the STO and CSO. He/She will be responsible for advising on a tool agnostic information architecture that aligns with NATO policies/guidelines and its implementation within the STO and CSO that allows for users to easily save, share, and find information and data.
5. The Staff Officer Information Management reports to the Head, of the Information and Knowledge Management (IKM) Office at the CSO.

2. FUNCTIONS unctions include:

1. Implement, manage and oversee an information and knowledge management program for the STO and CSO ensuring the program aligns with NATO direction (e.g. directives, policy guidance) and aligns with other NATO commands and Agencies (ACT, NSPA, NCIA).
2. Working closely with members of IKM, CIS, and OCO, implement and manage a tool agnostic information architecture for the STO and CSO and oversee its implementation within the various systems/applications/repositories used by the STO and CSO.
3. In support of Digital Transformation and working closely with members of IKM, CIS, and OCO, advise and oversee implementation of tools to improve workflows, approvals, etc in support of the CSO Information and Knowledge Management Program. Advise and oversee implementation of tools to improve retrieval of information and data including scientific reports.
4. Implementing and maintaining IKM education, training and awareness programmes for all CSO staff.
5. Supporting KIMC Executive responsibilities.

Special Requirements and Additional Duties

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

3. QUALIFICATIONS

ESSENTIAL

Professional /Experience

- Minimum 5 years professional experience in information and knowledge management.
- Experience with implementing and overseeing information architecture.
- Excellent communication skills, both orally and in writing.

Education/Training

- An undergraduate degree in a field related to information/library studies or similar.
- Strong understanding of the information architecture models and their implementation in various tools to support an information and knowledge management program.

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

- Previous employment as a Knowledge or Information Manager in an international environment, in either the private or the public sector
- Prior experience with NATO and familiarity with NATO Information and Knowledge Management Policies

Education/Training

- Familiarity with tools and technology used by NATO and contributing Nations for managing information and data assets

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
- 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.

Managerial Responsibilities

- The incumbent works in very close coordination and cooperation with other members of the IKM Office in managing the Information and Knowledge Management Program from start to finish. He/she will also work closely with the Panel/Group Offices.

Professional Contacts

- Liaises with information and knowledge management experts from across the Alliance; develops relationships with other NATO bodies/agencies (e.g. ACT, NCIA) where relevant and necessary; leverages connections with other relevant IM/KM organizations that may benefit the STO.

Contribution to the Objectives

- A major part of CSO's mission is concerned with developing and supporting workflows and communications within the large STO Scientific Community. Further, the STO publishes, electronically or in paper form, over 17,000 pages of defence scientific and technical information annually, as well as a number of non-technical publications containing management information. The Staff Officer IM contributes to the effective and efficient management of information assets that are entering and exiting the CSO, or that is stored in 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 A2/G15. The starting basic monthly salary will be Euro 7,086 (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.