



**SCIENCE AND TECHNOLOGY ORGANIZATION  
COLLABORATION SUPPORT OFFICE**



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

**Post Title:** Managing Scientific Editor  
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:** 8<sup>th</sup> Dec 2023

**Vacancy ref.:** 231271

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 Managing Scientific Editor is responsible for overseeing the publication of the STO Review, a peer-review journal that highlights scientific work carried out by the STO collaborative network of scientists, engineers and researchers. He/she will be responsible for managing the editorial workflow, coordinating with authors and reviewers, developing and delivering on a rigorous publication schedule, and maintaining exemplary publication standards, in line with other leading academic journals.
5. The Managing Scientific Editor (reports to the Head, Information and Knowledge Management (IKM) Office at the CSO.

## **2. Functions include:**

1. Implement, manage and oversee streamlined editorial workflows for the STO Review, coordinating with authors and reviewers, and working closely with the STO Panel/Group Offices:
  - a Manage the journal's peer-review process, including assigning reviewers, monitoring review progress and making decisions on manuscript acceptance.
  - b Collaborate with and act as secretary for the STO Review editorial board and subject matter experts to ensure appropriate and timely review of submissions.
  - c Maintain accurate records of manuscripts, reviews, revisions and decisions.
2. Carry out effective and holistic quality assurance of the STO review, working closely with authors and reviewers to ensure the scientific integrity of published articles.
3. Conduct thorough editorial checks, including language editing, formatting and adherence to journal guidelines, and verifying the accuracy of references, citations and supplementary materials.
4. Collaborate with the STO Review production team to ensure a smooth transition from manuscript to final publication.
5. Serve as the main point of contact for authors, reviewers and editorial board members, providing timely and constructive communication throughout the publication process; facilitate effective communication between authors and reviewers to address queries and resolve conflicts in a professional manner.
6. Collaborate with the IKM Staff Officer (Scientific Messaging and Corporate Communication) to effectively promote the journal on the web and social media.
7. Lead the development, implementation and dissemination of journal policies, guidelines, and templates.
8. Stay up-to-date on industry trends and best practices in scientific publishing to ensure continuous improvement of the STO Review.
9. Monitor and analyze journal metrics, including submission rates, acceptance rates, publication timelines and web traffic to identify areas for improvement.
10. Provide regular reports to senior management on journal performance and propose strategies for enhancing efficiency and quality.
11. Advise on new ways to promote the journal in academic/scientific networks; develop and nurture relationships with other relevant stakeholders within the publishing industry to raise greater awareness of the STO Review.

### **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 scientific publishing, preferably in managing editorial roles.

##### *Education/Training*

- A Master's or PhD degree in a scientific field relevant to the journal's scope (e.g. physics, chemistry, engineering, etc.)
- Strong understanding of the scientific publishing models and peer-review process as well as academic publishing standards
- Proficiency in providing/managing editorial commentary and using manuscript management systems, paper submission and review platforms, and other publishing tools (e.g. Open Journal Systems (OJS), ScholarOne Manuscripts, etc.)
- Knowledge of issues related to copyright and intellectual property rights.

##### *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 in managing and running a peer-reviewed scientific journal
- Publication of scientific material in a peer-reviewed journal.
- Experience in working with international authors and reviewers
- Knowledge of NATO's science and technology domains and research areas

##### *Education/Training*

- Familiarity with bibliographic databases and indexing services

##### *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.
- Strong English language editorial skills.
- 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 production of the STO Review from start to finish. He/she will also work closely with the Panel/Group Offices and the authors that they support

### Professional Contacts

- Liaises with scientific authors and reviewers from across the Alliance; develops relationships with other NATO bodies/agencies (e.g. ACT, NATO PDD) where relevant and necessary; leverages connections with other relevant academic publishing organizations that may benefit the STO Review.

### Contribution to the Objectives

- The STO Review is key to fulfilling the CSO's objectives on scientific messaging and communication, and to communicating on the outputs of the Collaborative Programme of Work. It should also act as an incentive for scientists to publish their work through the STO, and to engage more fully with the Collaborative Programme of Work. As such, it will play an important role in expanding the collaborative network of scientists and engineers, improving the diversity of this network, and ensuring that it remains robust and vibrant for years to come.

## **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](http://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 Vacancy notification Managing Scientific Editor](#)

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.