



**SCIENCE AND TECHNOLOGY ORGANIZATION  
COLLABORATION SUPPORT OFFICE**



**NOTIFICATION OF G17 GRADE VACANCY  
OPEN TO NATIONALS OF NATO MEMBER STATES ONLY**

**Post Title:** Executive Officer (Operations and Coordination)  
Science and Technology Organization Collaboration Support  
Office (STO/CSO)

**Grade:** NATO Grade G17

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

**Duty start:** This position is the result of the conversion of a military position into a NATO international civilian position. The position is vacant. The incumbent will be offered a 2 years definite contract that can be, under conditions, extended by another two years contract. The conversion is still pending final NAC approval.

**Closing Date:** 29<sup>th</sup> February 2024

**Vacancy ref.:** 240045

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

**1. POST CONTEXT AND RESPONSIBILITIES.**

1. The mission of the NATO STO is to help position the Nations and NATO's 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 Chairperson, the Chief Scientist, and his/her office.
4. The Executive Officer (Operations & Coordination) is second in authority in the Operations and Coordination Office (OCO). He/she assists the Office Head in all areas related to the elaboration of and the support to the STO Collaborative Programme of Work (CPoW), in the coordination between the STO level 2 committees, and with the other NATO S&T providers.

5. He/she assumes the Office Head (Operations and Coordination) responsibilities and authority in the absence of the ACOS Operations and Coordination.
6. He/she leads the OCO Front Office and supervises the OCO Front Office Staff Officer and the two Panel Assistants.

## **2. Functions include:**

1. Serving as the primary Executive Officer, in coordination with the Panel/Group Offices, in the management of all support activities associated with the preparation, consolidation, publication and distribution, and execution of the STO CPoW.
  2. Serving as the primary Executive Officer, in coordination with the Panels/Group Offices, in the management of the CPoW budget.
  3. Responding to internal organisational as well as external inquiries regarding the content and implementation of the STO CPoW and budget. When warranted, he/she forwards these inquiries to the appropriate CSO party(ies) (e.g. Command Group, COS Office, IKM Office, Panel/Group Offices, Budget & Finance Branch, and Personnel, Administration and Logistics Branch).
  4. Supervising the support to cross-panel / cross-domain activities delivered by the Staff Officer (Operations and Coordination) in close coordination with the Panels/Group Executive Officers and Assistants.
  5. Supervising the support to the organization of Lecture Series and Technical Courses handled by the Staff Officer (Operations and Coordination) in close coordination with the Panels/Group Executive Officers and Assistants.
  6. Supervising the L2CC Secretariat function handled by the OCO Front Office.
  7. Supervising the STO Excellence Award Executive Group (SEAEG) Secretariat function handled by the OCO Front Office.
  8. Assessing the STO CPoW in coordination with Allied Command Transformation (ACT) to ensure consistency with NATO military requirements.
  9. Preparing the agenda of the annual CSO visit to ACT, in coordination with ACT for the content of the visit, and with the Assistant (COS Office) for the logistical aspects of the visit.
  10. In support of the COS Office and the OCS, as requested, developing and updating a flowchart (commonly referred to as mapping) with the various coordination processes involving the STO level 2 committees, in order to analyse and improve processes as necessary.
  11. Supporting the COS Office in analysing NATO member states and international S&T programme planning documents on a continuing basis, contributing to the identification of S&T priorities.
  12. In support of the OCS, and as requested, promoting, in association with the Branch Head (Information and Knowledge Management - IKM), the development and maintenance of CSO-based shared NATO S&T databases for the benefit of the NATO S&T community.
  13. Assisting and advising as a policy analyst in the preparation, coordination and maintenance of the CPoW Operating Procedures.
- In relation with Corporate Communication, Scientific Messaging, Outreach, and network development efforts, in support of the COS Office, in cooperation with the IKM Office and with the Panels/Group Offices:
14. Supervising the Staff Officer (Operations & Coordination) in the coordination function carried out by the Front Office within the Operations and Coordination Office related to Corporate Communication & Scientific Messaging.
  15. Contributing to the development of the CSO Corporate Communication Plan by advising on the choice of target audiences and key messages to promote the STO Collaborative Business Model throughout NATO and the Nations.
  16. Contributing to the development of partnerships by advising on the choice of potential partners and by reporting on the existing partnerships status.
  17. Conducting surveys on the STO collaboration network to determine scope and level of membership involvement and technology expertise; documenting and highlighting STO membership expertise strengths and weaknesses/gaps; contributing to address these gaps,

designing, developing and implementing plans with appropriate measures of merit/effectiveness to increase membership and participation as necessary to meet NATO S&T strategic goals.

18. As Head of the OCO Front Office, supervising the OCO Front Office Staff Officer and the two Panel Assistants. In particular, planning and prioritizing Panel Assistants' activity in support of the Panels/Group Offices.

### **Special Requirements and Additional Duties**

19. Taking over, as instructed, all Panels/Group Office Executive Officer functions and responsibilities in case a position becomes vacant.
20. Performing other functions as required by the ACOS/Office Head Operations and Coordination Office.

### **3. AUTHORITY**

The Executive Officer (Operations and Coordination) reports to the Assistant Chief of Staff (ACOS)/Office Head. He/she will be required to take over, as instructed, all Panels/Group Office Executive Officer functions and responsibilities in case a position becomes vacant.

### **4. QUALIFICATIONS**

#### **ESSENTIAL**

##### *Professional /Experience*

- Experience in defence research, development, test and engineering.
- Knowledge of S&T planning concepts and methods
- Knowledge of programmes and activities within NATO member states' S&T communities.
- Broad operational knowledge of military technology
- Experience in planning, programming and budgeting
- Skilled in administrative and technical management of research and development programs.
- Skilled in communicating orally and in writing to present facts and recommendations in clear, concise and logical terms to appropriate personnel.
- Initiative, tact and the capacity to co-operate and work harmoniously with civilian and military personnel from the NATO nations.
- Experience in planning and managing scientific and technical meetings.

##### *Education/Training*

- A university degree (Master level) is mandatory, in a field related to science & technology, defence and/or security science.
- Must have proven skills in leadership, negotiating, authorship of clear and concise documents, and giving effective presentations.

##### *Language*

- Good knowledge of one of the two official NATO languages (SLP: 3333) and a fair knowledge of the other (SLP: 2222). The work at the CSO is mainly conducted in English.

#### **DESIRABLE**

The following would be considered an advantage:

##### *Professional /Experience*

- Adaptability to travel and ability to operate autonomously in a foreign environment where minimum local support is provided.
- Capabilities development and programme management skills.

## **Education/Training**

- Managerial education and training in the same or related career field.

## **Language**

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

## **5. COMPETENCIES**

### **1. Personal attributes**

- a) Leadership.
- b) Initiative.
- c) Tact and capacity to co-operate and work harmoniously with high-level civilian and military personnel of different NATO nations.
- d) Reliability.
- e) Trustworthiness, discretion and high sense of responsibility.
- f) Demonstrated capability to supervise personnel

### **2. Managerial responsibilities**

The incumbent oversees the work of the OCO front office composed of one staff officer (G15) and two assistants (Panel Assistant (G8)).

### **3. Professional Contacts**

- a) The incumbent is a key actor for the smooth coordination of CSO activities and interacts directly with the communication and outreach officers as well as all branch heads. He/she will be one of the key interlocutors with the Office of the Chief Scientist in all areas related to the CPoW. He/she will also be in contact with stakeholders from the STO activities at all levels.
- b) The incumbent must use diplomacy, initiative, flexibility, and a highly imaginative approach to problem solving in negotiating with the network of professional contacts.

### **4. Contribution to the Objectives**

The OCO Executive Officer is the key actor for the proper operational management of the CPoW, facilitating adequate planning for the best execution. This position is of primary importance to achieve the objective of maintaining a world class Collaborative Program of Work (CPoW).

## **6. SECURITY CLEARANCE LEVEL**

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

## **7. WORKING ENVIRONMENT**

Normal office work environment, with occasional long hours and travels abroad.

## **8. EMPLOYMENT TERMS AND CONDITIONS**

The position is at grade G17. The starting basic monthly salary will be Euro 8.900, 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.

The successful candidate will be offered a definite duration contract of two years, which may, on conditions, be followed by another two years 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.

## **9. 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 by the Selection Panel will be invited to attend an interview with the Selection Panel (Beginning April 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.