

PL027: Senior Officer (Procurement Applications and Digitalisation)

Post No PL027/ Ref. No 2026_00181

JOB DESCRIPTION (See link to the full job description in the blue box)

- A Bachelor's level qualification from a nationally recognised/certified University in Information Technologies, Business Administration or related field. Alternatively, the lack of a Bachelor's level qualification may be compensated by the demonstration of relevant skills for the position, including at least 10 years' experience in duties related to the function of the post.
- Minimum five years' experience in business analysis, with focus on supporting IT-based products and operations.
- Sound knowledge of logistics systems management and operations (especially procurement) in a large organisation or in a military environment.
- Sound knowledge of P2P functionalities and processes in an ERP, preferably SAP.
- Good knowledge of eProcurement and contract management functionalities and best practices.
- Good knowledge in the definition of service levels and support requirements for outsourced IT support and the associated performance surveillance.
- Experience translating business requirements into functional specifications for IT teams.
- Experience in the analysis of business processes, identification of inefficiencies and the design of improvements.
- Experience in leveraging new technologies for the automation and digitalisation of processes.
- Demonstrated skills in design and implementing change within sizeable organisations.
- NATO's official languages are English and French. The work of this post requires fluency in English, while working knowledge of French is desirable.

WHAT DO WE OFFER?

- Multicultural environment
- Initial three year contract with competitive monthly tax-free salary (subject to Article 19 of the Ottawa agreement on exemption of Taxation)
- Additional benefits for expatriate staff including expatriation and education allowances (where applicable) and additional home leave
- Excellent health coverage
- Great work/life balance
- Generous annual leave of 6 weeks plus official holidays
- Pension Scheme

POST DETAILS

- Basic monthly salary: EUR 9 674.26, tax free - before insurance and pension contributions.

HOW TO APPLY?

All candidates (internal and external) should refer to the [FAQs](#) before applying.

NSPA internal candidates must submit additionally their latest completed **performance report**.

NSPA staff members of the same grade can submit a transfer request till 1st July 2026.

Applications sent via e-mail will be automatically rejected.

All application deadlines are based on the Central European Time (CET) zone.

IMPORTANT NOTES

Qualified redundant NATO civilian candidates of the same grade will be considered in priority.

Interviews are expected to be held approximately six weeks after the application closing date. The Talent Acquisition and Development Office shall let you know in due course the outcome of the screening process.

Moreover, due to the broad interest in NSPA and the large number of potential candidates, telephone or email enquiries cannot be dealt with.

The Agency would appreciate it if addressee countries could provide their support by submitting

candidates whose security clearance can be effected (or confirmed) rapidly and who could report for duty as soon as possible after selection.

NSPA as an employer values diverse backgrounds and perspectives and is committed to recruiting and retaining a diverse and talented workforce. NSPA welcomes applications of nationals from all Member States and strongly encourages women to apply.

EMPLOYMENT STATUS REQUIREMENT FOR CURRENT MILITARY OR ADMINISTRATION

POST HOLDERS:

Please note that if you currently hold a military or administration post, you will be required to decide, in accordance with your national authorities' regulations, whether to retire or resign from your post, or apply for special leave from your national authorities. If you are invited to a preliminary interview, you will be asked to indicate your preference at that time as well.

IMPORTANT NOTE:

Your application should be submitted in one go and you **will not** be able to modify your data once submitted.