

Intern (NSPO-Pool)

Post N° NSPO-Pool Internship / Ref. No. 07/2024

JOB DESCRIPTION - please click [here](#).

This is an ideal opportunity for a young professional to gain experience with an international organization, the private office of an international senior authority, and the permanent secretariat of the governing body of a unique defense acquisition and operational support agency within an alliance that promotes freedom and security.

The intern will be responsible to the Head of the NSPO Chairperson's Office and Secretariat. He/She will be assisting in the day-to-day tasks of the Office, assisting in the preparation of notes, memorandums and reports, assisting in the information and knowledge management, assisting in the registration and issuance of official documents, assisting in the preparation of and participating in meetings that include Board sessions with representatives from the 31 NATO Member States, performing other ad hoc tasks as required.

The incumbent should have specific interest and knowledge in political affairs, public policy and governance issues, and possess a University degree/diploma in political science, international relations, law, management or business administration.

The incumbent will demonstrate analytical thinking and problem solving skills, adopt a positive "can do" attitude, organize his/her time to deliver quality work in agreed deadlines, work effectively with diverse group of people.

NATO's two official languages are English and French. The work of this post is mainly conducted in English, therefore fluency in this language is essential and working language of French is desirable.

Recent graduates and students in the last year of University and who are nationals of a NATO Member Country are invited to apply.

This position will require a security clearance.

POST DETAILS

- **Duration:** 6 months

HOW TO APPLY?

(Recent) Graduates and students in the last year of University nationals of a NATO member country are invited to apply.

In order to apply for a vacant internship position at NSPA, please submit the following documents in electronic format:

- Curriculum vitae
- Cover letter
- Motivation letter
- Copy of university transcripts
- Any other relevant document (e.g. letters of recommendation, security clearance if already acquired)

Applications sent via e-mail will be automatically rejected.

IMPORTANT NOTES

Due to the broad interest in NSPO and the large number of potential candidates, telephone or email enquiries cannot be dealt with. You will be notified in due course the outcome of the screening process.

NSPO 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 COVID MEASURES:

Numéro de poste:
NSPO-Pool (Internship)

Réf. n°:
07/2024

Domaine d'activités du poste:
Soutien administratif

Grade:
Intern

Niveau d'études minimum:
Diplôme universitaire
(Licence/Bachelor)

Lieu d'affectation:
Capellen, Luxembourg

Salaire mensuel de base:
The intern will be remunerated at the rate of 25% of the the salary of an A1 grade, step 1 staff member (taxable income) and subject to ASB final funding approval for 2024.

Qui peut postuler ?:
Le personnel civil de l'OTAN et les candidat(e)s externes possédant la nationalité d'un pays membre de l'OTAN sont invités à postuler.

Date limite de candidature:
12 février 2024

Étape actuelle du processus:
Candidat sélectionné

All deployable vacancy announcements include the requirement to be fully vaccinated at the time of receiving the offer of employment. No offer of employment shall be made to deployable candidates who refuse to be vaccinated.

IMPORTANT NOTE:

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