

QF-21: Coordination Officer – Stakeholder management

Post N° QF-21/ Ref. No 2025_00074

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

- University degree in a related discipline, such as Business Management, International Relations, equivalent education, or relevant professional experience.
- Minimum three years' experience in supporting senior management preferably in an international organisation, a national public administration (civil or military), or the private sector.
- Ability to orchestrate and implement clear, efficient and logical approaches to work, to manage assignments, objectives and time.
- Ability to analyse complex and wide-ranging questions, issues and information, with a structured approach to the problem solving process, including providing recommended solutions and a proposed way forward.
- Good interpersonal skills and ability to interact and cooperate with staff and national representatives at different levels.
- Excellent organisational skills and ability to manage time and work effectively under pressure while producing quality products under short notice deadlines.
- Good written and oral communication skills, including the ability to write clearly and concisely.
- Ability to facilitate/present persuasively and negotiate effectively to achieve desired outcomes.
- Ability to manage time and work effectively under pressure while producing quality products under short-notice deadlines.
- Ability to cooperate with international military and civilian staff at various levels of seniority.

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 30 days plus official holidays
- Pension Scheme

POST DETAILS

- Basic monthly salary: EUR 7,599.21, tax free.

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 01 May 2025.

Applications sent via e-mail will be automatically rejected.

Position Number:
QF-21

Ref. No.:
2025_00074

Position category:
Engineering

Grade:
NATO grade 15:A2

Minimum educational level:
University degree (Bachelor) or equivalent

Duty location:
Capellen, Luxembourg

Who can apply?:
NATO Civilian Staff and external candidates who are nationals of a NATO member country are invited to apply.

Application Deadline:
09 May 2025

Type of project:
Status of closed vacancies

Vacancy status:
Candidates evaluation ongoing

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.