

# CE-15 Projects Officer

Post N° CE-15/ Ref. No 2024\_00569

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

## General Qualifications

- Master's level qualification in mechanical, civil or electrical engineering, equivalent education, or relevant professional experience.
- Thorough experience in a technical environment at senior staff or management level of a sizeable civilian or military organisation.
- Minimum five years' experience in the planning, implementation and management of major projects.
- Excellent analytical skills.
- Well-developed communication skills (written and oral).
- Ability to maintain good relationships with various national and international authorities.
- Ability to facilitate/present persuasively and negotiate effectively to achieve desired outcomes.
- Ability to develop resourceful and effective solutions to problems (including personnel), focus on team performance goals and track metrics to measure performance improvements.
- Sound digital literacy with experience in using office automation systems and software applications, e.g. Microsoft Office Suite (Word, Excel, and PowerPoint).

## Specific Qualifications

- Experience in organising and managing Working Groups (WGs).
- Demonstrated knowledge and experience in project management.

## LANGUAGE QUALIFICATIONS

- NATO's two official languages are English and French. Both languages are important in the work of this post, therefore fluency in French and working knowledge of English are essential.

## 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 10 623, 04 tax free.

## HOW TO APPLY?

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

**Position Number:**  
CE-15

**Ref. No.:**  
2024\_00569

**Position category:**  
Technical Support

**Grade:**  
NATO grade 20:A4

**Minimum educational level:**

University Degree (Master) in relevant field or equivalent experience

**Duty location:**  
Versailles, France

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

**Application Deadline:**  
17 March 2025

**Vacancy status:**  
Receiving applications until deadline

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

**NSPA staff members** of the same grade can submit a transfer request till 03 March 2025.

**Applications sent via e-mail will be automatically rejected.**

### **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.

### **NSPA COVID MEASURES:**

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.

### **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.