

# GE-16: Head of Governance Coordination Office

Post N° GE-16/ Ref. No 2024\_00540

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

- Master's level qualification, equivalent education, or relevant professional experience.
- Experience being responsible for governance and policy frameworks and executing reviews of governance processes and policy documents.
- Experience of internal and external stakeholder engagement with a focus on relationship building.
- Experience managing a multi-stakeholder governance team at a senior level, including national or international experience.
- Experience managing teams in a customer facing complex environment.
- NATO's official languages are English and French. The 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 30 days plus official holidays
- Pension Scheme

## **POST DETAILS**

- Basic monthly salary: EUR 9 365.21/ EUR 10 872.71, 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 27 February 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

**Position Number:**  
GE-16

**Ref. No.:**  
2024\_00540

**Position category:**  
Planning and  
Management

**Grade:**  
NATO grade  
17:A3/20:A4

**Minimum educational level:**  
University Degree  
(Master) in relevant  
field or equivalent  
experience

**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:**  
13 March 2025

**Type of project:**  
Current publication

**Vacancy status:**  
Candidate selected

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.