

HT18/19 Senior Recruiter

Post N° HT18/19/ Ref. No 2025_00066

JOB DESCRIPTION - please click [here](#)

General Qualifications

- Bachelor degree in a relevant field or equivalent.
- Minimum 5 years' of experience in recruitment management acquired in the Agency or in a similar organisation.
- Relevant and progressive practical experience in the area of Talent Acquisition executing attraction and selection activities including screening applications, building assessment criteria and conducting and facilitating interviews.
- Experience of leading and facilitating interview panels.
- Developed sense of human relations and ability to deal with personnel of various nationalities and categories with tact and understanding.
- Sound digital literacy with experience in using office automation systems and software applications, e.g. Microsoft Office Suite (Word, Excel, and PowerPoint).

Specific Qualifications

- Knowledge of, and operations experience with the HR module of SAP.
- Experience in pro-actively sourcing technical and non-technical candidate profiles, ideally using tools such as LinkedIn Recruiter.
- Knowledge of, and experience with e-recruitment platforms.

LANGUAGE QUALIFICATIONS

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

DESIRABLE QUALIFICATIONS

- Good knowledge of NATO and national rules in connection with recruitment and contracts.

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: 12:B5 - EUR 6 105.18, tax free.
14:B6 - EUR 6 948.26, 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**.

Position Number:
HT18/19

Ref. No.:
2025_00066

Position category:
Human Resources

Grade:
NATO grade 12/14:B5
B6

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:
19 March 2025

Vacancy status:
Candidates evaluation
ongoing

NSPA staff members of the same grade can submit a transfer request till 12 March January 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.