

AX-2 Planning & Performance Manager

Post N° AX-2/ Ref. No 2025_00582

JOB DESCRIPTION - please click [here](#)

General Qualifications

- University degree, equivalent education, or relevant professional experience. Minimum three years' experience in a position demonstrating highly-visible organisational-wide influence and delivering organisational-wide outcomes, preferably in a military body, complex public administration or multi-national private organisation.
- Excellent written and verbal skills, with a proven ability to write English quickly and to a very high standard.
- Ability to multi-task and contribute to a high-performing team.
- Ability to maintain a position of trust at all times, as the incumbent works on "management in confidence" projects.
- Willingness to work as an effective team member and backfill other members as needed.
- 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 developing management planning document, including annual reports, business plans and corporate performance reports.
- Experience developing and implementing enterprise performance management systems, including KPIs, management dashboards and milestone trackers.
- Experience optimising corporate delivery and implementing innovative solutions to complex processes/problems.

LANGUAGE QUALIFICATIONS

- NATO's official languages are English and French. The work of this 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, 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**

Position Number:
AX-2

Ref. No.:
2025_00582

Position category:
Planning and
Management

Grade:
NATO grade 17:A3

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:
09 May 2025

Vacancy status:
Candidates evaluation ongoing

report.

NSPA staff members of the same grade can submit a transfer request till 09 May 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.

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.