

LM-280: Senior Administrative Assistant

Post N° LM-280/ Ref. No 2024_00573

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

- Complete secondary education, equivalent education, or relevant professional experience.
- Personal suitability and the relevant experience normally acquired as a Senior Clerk (Administration) after three to five years in a similar organisation.
- Ability to work independently, as well as part of a multidisciplinary team.
- Ability to taking initiative, be self-motivated and to organise work under stress and tight deadlines.
- Good ability to analyse work requirements related to the various taskings and to memorise related information and details.
- Developed sense of team working, cooperation with peers, human relations and ability to deal with personnel with tact and understanding; discretion and good judgment are required.
- Well-developed communication skills (written).

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 5,203.10, 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 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.

Position Number:
LM-280

Ref. No.:
2024_00573

Position category:
Administrative Support

Grade:
NATO grade 10:B4

Minimum educational level:
Full secondary school

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:
01 January 2025

Vacancy status:
Receiving applications until deadline

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.