

# LQ-65: Requirements and Portfolio Manager

Post N° LQ-65 / Ref. No. 111/2024

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

- University degree in computer science, information technology, engineering, business administration or related field, or equivalent relevant professional experience.
- Proven experience in requirements management, portfolio management, and project management.
- Ability to cooperate with international military and civilian staff at various levels of seniority.
- Excellent communication, negotiation, and conflict resolution skills.
- Outstanding written and oral communication skills, including the writing of clear and concise reports.
- Proven experience in requirement analysis and implementation.
- Proven experience in requirements management, preferably during the system concept and system development phases.
- At least five (5) years of experience in Intelligence Surveillance Reconnaissance (ISR) programmes.
- Understanding of aircraft engineering, maintenance, Integrated Logistic Support (ILS) standards and supply practices and procedures at senior staff or management level.
- Knowledge of project management principles and methods with work experience in project management environments.
- Experience and familiarity with specifications of Uncrewed Air Vehicle (UAV) systems.

## 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 10,545.80, 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 19 May 2024.

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

**Position Number:**  
LQ-65

**Ref. No.:**  
111/2024

**Position category:**  
Planning and  
Management

**Grade:**  
NATO grade 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:**  
02 June 2024

**Vacancy status:**  
Candidate selected

## **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.

### **IMPORTANT NOTE:**

Your application should be submitted in one go and you **will not** be able to modify your data once submitted.