

Programme Manager (OS-1)

Post N° OS-1 / Ref. No. 51/2024

JOB DESCRIPTION - please click [HERE](#)

QUALIFICATIONS

- Master's degree in logistics, business administration, supply chain management or systems engineering or equivalent relevant experience.
- Extensive broad-based experience in logistics, including procurement, financial management and resource allocation in a senior leadership position in a sizeable organisation, preferably in an international organisation and/or in a national public administration.
- Demonstrated ability and experience in creating and developing diverse, inclusive and high performing teams through the application of inclusive leadership principles and practice.
- Diplomacy and the interpersonal skills necessary to promote international cooperation and conduct large international meetings effectively.
- Proven experience of using effective negotiation skills to gain buy-in and achieve desired outcomes, including business growth.
- Proven experience of managing time and work effectively under pressure while producing high-quality products under short-notice deadlines.
- Proven experience of mitigating risk by developing resourceful and effective solutions to complex problems (including HR).
- Sound digital literacy with experience in using office automation systems and software applications, e.g. Microsoft Office Suite (Word, Excel, and PowerPoint) and Enterprise Resource Planning (ERP) such as SAP S/4HANA. Specific Qualifications
- Specialised knowledge in the area of operational logistics support for deployment operations.
- Extensive experience in the planning and execution of operational logistics and logistic-focused short-term resource requirements.
- Good knowledge of the operational environment, NATO and nations' Command and Control (C2) structure and multinational logistics support structures.
- Experience and training in, and application of, resource and project management.
- NATO's two official languages are English and French. The work of this post is mainly conducted in English, therefore fluency in that language is essential and working knowledge of French is desirable.

ON 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

Position Number:
OS-1

Ref. No.:
51/2024

Position category:
Operations

Grade:
NATO grade 22:A5

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.

Vacancy status:
Candidate selected

- Pension Scheme

POST DETAILS

- Basic monthly salary: EUR 12.343,34, tax free.
- Initial duration of the assignment will be for 3 years. The contract may be renewed, but will not exceed the definite tenure of 9 years.
- Duty travel expected, in accordance with NATO policy, in support of approved operations and missions, on a case-by-case basis, by traveling to theatre/mission locations, especially where Agency personnel are/will be serving.

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**.

Applications sent via e-mail will be automatically rejected.

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:

The Human Resources Executive 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.

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