

# O-3: Principal Operations Planning Officer

Post N° O-3/ Ref. No 2025\_00923

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

- Good knowledge of the military logistics environment at national level and of the NATO Command Structure.
- Proven high analytical ability and structured approach to complex tasks are key qualifications.
- Military staff officer training or equivalent.
- Specialized knowledge and expertise in the area of operational logistics support for planning exercises and operations.
- Proven success in managing logistics in an international environment
- Reviewing and updating NATO Support and Procurement Organization (NSPO) Functional Directives (FDs) and NSPA prescriptive documents within the assigned field of responsibility.
- Attending and representing the Agency in NATO/national conferences, committees and Working Groups (WGs) where appropriate
- Developing and overseeing Agency plans and policy for support to operations
- Providing timely advice and insight to the Director on control of operations planning aspects and relations with customer nations

## 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 6 weeks plus official holidays
- Pension Scheme

## POST DETAILS

- Basic monthly salary: EUR 11 231.51, tax free - before insurance and pension contributions.
- This post is deployable. The incumbent of this post may be required to deploy or may be assigned to a remote location, to perform duties (inside or outside a theatre/deployment location) in support of Council approved operations/missions or in support of national or multinational operations/missions authorised by the Agency Supervisory Board of NSPO.

## 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 09 January 2026.

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

**Position Number:**  
O-3

**Ref. No.:**  
2025\_00923

**Position category:**  
Operations

**Minimum educational level:**  
University degree (Bachelor) or equivalent

**Grade:**  
NATO grade 20:A4

**Duty Location::**  
Luxembourg - Capellen

**Who can apply?:**  
NATO Civilian Staff and external candidates who are nationals of a NATO member country are invited to apply.

**Application Deadline:**  
18 January 2026

**Vacancy status:**  
Receiving applications until deadline

All application deadlines are based on the Central European Time (CET) zone.

### **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.