

PL-3: Procurement Policy Officer

Post N° PL-3/ Ref. No 2025_00213

JOB DESCRIPTION - please click [here](#)

- A Bachelor's level qualification from a nationally recognised/certified University in a related discipline and 2 years' post-related experience. Alternatively, the lack of a Bachelor's level qualification may be compensated by the demonstration of a candidate's particular abilities or experience that is/are of interest to the Agency, and include at least 6 years' extensive and progressive expertise in duties related to the function of the post.
- Very good knowledge of procurement regulations and procedures for large distributed systems.
- Very good knowledge of a wide range of Procurement methods, contract types, and incentives to plan and effectively carry out pre-award and/or post-award contracting actions for long-term, major programs/procurements.
- Knowledge of Quality Control (QC) and QA techniques in the area of contracting.
- Good knowledge of an integrated business system to include SAP.
- Sound experience in contract operations in the procurement division of a sizeable organization.
- 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 6 weeks plus official holidays
- Pension Scheme

POST DETAILS

- Basic monthly salary: EUR 7 849.98, tax free - before insurance and pension contributions.

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 16 March 2026.

Applications sent via e-mail will be automatically rejected.

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

Position Number:
PL-3

Ref. No.:
2025_00213

Position category:
Procurement and
Purchasing

Minimum educational level:
University degree
(Bachelor) or
equivalent

Grade:
NATO grade 15:A2

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:
30 March 2026

Type of project:
Current publication

Vacancy status:
Receiving applications
until deadline

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.