

OE-60: Principal Technical Officer

Post N° OE-60/ Ref. No 2024_00462

JOB DESCRIPTION - please click [here](#)

- Performing project management functions for designated projects, including time and resource planning aspects, as well as administrative control and technical direction of the overall project or maintenance activity, including contractual services and facility operations
- Analysing, planning, providing control assistance, and maintaining close interface with other NATO elements
- Managing the development of technical requirement documents and SOWs for construction engineering projects.
- Managing allocated resources in terms of finance and personnel throughout the project life cycle.
- Acting as the focal point between contractors and customers on technical, engineering and logistic matters.
- Ensuring the implementation of the risk management process and managing the risks raised in his/her area of responsibility in compliance with NSPA prescriptive documents on Risk Management.
- Preparing Statements of Work (SOWs) which fully define the required work or services requested, including the definition of technical contractual requirements in terms of specifications, construction materials, and workmanship standards
- Preparing correspondence, presentations, reports, database queries and statistics as required using modern office automation equipment and software, including technical support software such as AutoCAD

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 10 872.71, tax free.
- 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**.

Position Number:
OE-60

Ref. No.:
2024_00462

Position category:
Engineering

Grade:
NATO grade 20:A4

Minimum educational level:
University Degree (Master)

Duty location:
Brussels, Belgium

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

Application Deadline:
08 May 2025

Vacancy status:
Receiving applications until deadline

NSPA staff members of the same grade can submit a transfer request till 10 April 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.

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.