

LB-167: Technical Officer (Project Support) - Planning and Management Control Office

Post N° LB-167/ Ref. No 2024_00632

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

- Training in the field of Information Systems and Communication or equivalent education.
- Experience as a Project Manager or as a Project Management Support in a Project management Office for medium size systems acquisition projects and operations support projects, ideally in the Defence Industry.
- Very good knowledge of and experience in management principles, practices and methods of control including required management tools.
- Very good knowledge of concepts, theories and principles of systems engineering, operations and support.
- A recognized project management/Risk management certification [e.g. PRINCE 2® Practitioner, Project Management Professional (PMP), Management of Risk™ (MoR)].
- Applied knowledge of Data Analytics tools and experience with managing and visualizing big data.
- NATO's official languages are English and French. The work of this post requires fluency in English, therefore fluency in that language is essential and 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 30 days plus official holidays
- Pension Scheme

POST DETAILS

- Basic monthly salary: EUR 7 599.21, tax free.
- Post to be filled subject to final approval.
- 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 17 February

Position Number:
LB-167

Ref. No.:
2024_00632

Position category:
Technical Support

Grade:
NATO grade 15:A2

Minimum educational level:
University degree (Bachelor) or equivalent

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:
24 February 2025

Type of project:
Current publication

Vacancy status:
Receiving applications until deadline

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.