

LD-5: Planning, Projects and Administrative Budget Officer

Post N° LD-5/ Ref. No 2025_00888

JOB DESCRIPTION - please click [here](#)

General Qualifications

- University degree or equivalent.
- Experience in planning and project management techniques and associated activities (financial, legal, administrative).
- Experience in general administration activities and budget planning. Possessing honesty with a positive "can-do" attitude and spirit of cooperation.
- Possessing passion and motivation together with effective communication skills, to create a spirit of cooperation in order to build complementary interpersonal relationships with internal/external customers and stakeholders.
- Ability to manage time and work effectively under pressure while producing quality products under shortnotice deadlines.
- Possessing emotional intelligence/self-control to remain calm in the face of adversity/conflict while remaining flexible/adaptable to emerging requirements.
- Knowledge of information systems at end-user level with experience in using personal computers and software packages.

Specific Qualifications

- Good understanding of Air C2 systems and Tactical Data Link (TDL) systems from a functional, logistics and operational perspective.
- Knowledge of NATO ACCS and its implementation.
- Good understanding of Configuration Management (CM) in software intensive systems and specifically of the links between hardware and software configuration.

LANGUAGE QUALIFICATIONS

- 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

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?

Position Number:
LD-5

Ref. No.:
2025_00888

Position category:
Planning and
Management

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:
05 February 2026

Vacancy status:
Receiving applications
until deadline

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 23 January 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 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.