

NA-30: Junior Technician (Information Management and Registry)

Post N° NA-30/ Ref. No 2025_00726

JOB DESCRIPTION - please click [here](#)

- Complete secondary school or equivalent education.
- Experience in administration normally acquired as a Senior Clerk after three to five years in the Agency or in a similar organisation.
- Knowledge of international best practices and standards in the field of information management and familiarity with the life-cycle management of information and records.
- Knowledge of documentary research and of the drafting of related reports and summaries.
- Experience in registry work, preferably in maintaining hard copy and digital documentation.
- Ability to be flexible, self-motivated and to work independently under stress and tight deadlines.
- Ability to create and maintain MS SharePoint sites, web pages, lists, forms and web parts including their customization with MS SharePoint configuration settings, HTML, CSS and Javascript languages.
- Good knowledge of NATO security regulations and procedures, especially in the field of classified document control and management.
- Good knowledge of NATO Information Management policies and procedures.
- NATO's official languages are English and French. The work of this 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 30 days plus official holidays
- Pension Scheme

POST DETAILS

- Basic monthly salary: HUF 1,480,310.00, 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 11 January 2026.

Position Number:
NA-30

Ref. No.:
2025_00726

Position category:
Information and Document Management, Information Systems and Technology

Minimum educational level:
Full secondary school

Grade:
NATO grade 10:B4

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

Application Deadline:
11 January 2026

Vacancy status:
Receiving applications until deadline

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.

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.