

# LB-137 Chief of Planning & Management Office

Post N° 2025\_00103/ Ref. No 2025\_00103

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

### • **General Qualifications**

- University degree, equivalent education, or relevant professional experience.
- Minimum ten years' experience in project management, which must include assignments as project manager for sizeable complex systems acquisition projects in international environments.
- Very good knowledge of and experience in management principles, practices and methods of control including required management tools.
- Ability to facilitate/present persuasively and negotiate effectively to achieve desired outcomes.
- Ability to develop resourceful and effective solutions to problems (including personnel), focus on team performance goals and track metrics to measure performance improvements.
- Sound digital literacy with experience in using office automation systems and software applications, e.g. Microsoft Office Suite (Word, Excel, and PowerPoint).

### **Specific Qualifications**

- A recognised Project Management Certification [e.g. PRINCE2® Practitioner or Project Management Professional (PMP)].
- Relevant experience as project manager in operational and services projects.
- Excellent communication skills (oral, written and presentation).
- Demonstrated ability and experience in creating and developing diverse, inclusive and high performing teams through the application of inclusive leadership principles and practice.

## **LANGUAGE QUALIFICATIONS**

- 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 30 days plus official holidays
- Pension Scheme

## **POST DETAILS**

- Basic monthly salary: EUR 9 365,21, tax free.

## **HOW TO APPLY?**

All candidates (internal and external) should refer to the [FAQs](#) before applying.

**Position Number:**  
LB-137

**Ref. No.:**  
2025\_00103

**Position category:**  
Programme  
Management

**Grade:**  
NATO grade 17:A3

**Minimum educational level:**  
University Degree (Master) in relevant field or equivalent experience

**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 June 2025

**Vacancy status:**  
Receiving applications until deadline

**NSPA internal candidates** must submit additionally their latest completed **performance report**.

**NSPA staff members** of the same grade can submit a transfer request till 27 May 2025.

**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.