

CO26091 & CO26092 (OS): Consultant – Operational Energy Senior Clerk

Post No CO26129 (OS) - POOL/ Ref. No 2026_00110

STATEMENT OF WORK - (See link to the full job description in the blue box)

- Secondary school – 5 years' experience working in the field of administration, related to support of commercial fuel or military operations would be an asset.
- Utilize NSPA provided software to manage and support fuel and packaged petroleum, oil, and lubricant requests, provision and invoicing processes. (Excel for calculation and reporting as a minimum). Ability to work independently with minimal guidance and direction.
- Ability to work in a stressful environment.
- Ability to express himself/herself, orally and in writing in English.
- The Incumbent must hold, or be able to obtain, a valid "NATO SECRET" security clearance.

POST DETAILS

- 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.
- Contract duration: 12 months
- Level: V
- Daily fee per worked day: 263 EUR

HOW TO APPLY?

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

Applications sent via e-mail will be automatically rejected.

All application deadlines are based on the Central European Time (CET) zone.

IMPORTANT NOTES

In accordance with the NATO employment regulations, the contract will be established for a 6-month period. The working language will mainly be English.

Other location and/or NATO countries as indicated in the PD (Iraq).

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.

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.