

# HM-8 : Workforce Analytics Specialist

Post N° HM-8/ Ref. No 2024\_00422

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

- Complete secondary school or equivalent relevant professional experience
- Minimum 5 years of experience in workforce analytics or related analytics job
- Proficiency in data analysis tools and statistical software
- Strong understanding of HR processes and metrics
- Excellent communication and presentation skills
- High attention to detail
- Well-developed critical thinking and analytical thinking skills
- Strong strategic thinking skills
- Sound digital literacy with experience in using office automation systems and software applications, e.g. Microsoft Office Suite (Word, Excel, and PowerPoint).

## 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 5,203.10, tax free.
- Post to be filled subject to final approval.

## 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 08 October 2024.

**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

**Position Number:**  
HM-8

**Ref. No.:**  
2024\_00422

**Position category:**  
Human Resources

**Grade:**  
NATO grade 10:B4

**Minimum educational level:**  
Full secondary school

**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:**  
22 October 2024

**Vacancy status:**  
Receiving applications until deadline

**Comments:**  
This position will be filled subject to final approval.

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.

**IMPORTANT NOTE:**

Your application should be submitted in one go and you **will not** be able to modify your data once submitted.