

HT-5 Talent Acquisition Specialist/ Recruiter

Post N° HT-5/ Ref. No 2025_00161

JOB DESCRIPTION - please click [here](#)

General Qualifications

- Complete secondary school or equivalent education.
- Experience in recruitment management normally acquired as a Senior Clerk after three to five years in the Agency or in a similar organisation.
- Relevant and progressive practical experience in the area of Talent Acquisition executing attraction and selection activities including screening applications, building assessment criteria and conducting and facilitating interviews.
- Developed sense of human relations and ability to deal with personnel of various nationalities and categories with tact and understanding.
- Good knowledge of NATO and national rules in connection with recruitment and contracts.
- Sound digital literacy with experience in using office automation systems and software applications, e.g. Microsoft Office Suite (Word, Excel, and PowerPoint).

Specific Qualifications

- Knowledge of, and operations experience with the HR module of the Agency's enterprise software (SAP).
- Experience in pro-actively sourcing technical and non-technical candidate profiles, ideally using tools such as LinkedIn Recruiter.
- Knowledge of, and experience with e-recruitment platforms.

LANGUAGE QUALIFICATIONS

- NATO's two official languages are English and French. Both languages are important in the work of this post, therefore fluency in both languages is essential

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 5 364,39 tax free.

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 May 2025.

Applications sent via e-mail will be automatically rejected.

Position Number:
HT-5

Ref. No.:
2025_00161

Position category:
Human Resources

Grade:
NATO grade 10:B4

Minimum educational level:
Technical/vocational post-secondary education

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:
14 May 2025

Vacancy status:
Receiving applications until deadline

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.