

# NSPA Representative to NATO HQ (G-25)

Post N° G-25 / Ref. No. 133/2021

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

The incumbent serves as the NATO Support and Procurement Agency (NSPA) Representative to NATO Headquarters (HQ) (NRN) and reports to the NSPA General Manager (GM).

The NRN will support NSPA's interests ensuring coherent, timely and robust information flows between the NSPA senior management and key elements of the NATO HQ International Staff (IS)/International Military Staff (IMS) and members of National Delegations to NATO (military and civilian). The incumbent will keep the NSPA senior management informed, in coordination with the Chief of Staff (COS), on deliberations and actions of major committee meetings and ad hoc events, in accordance with priorities established by the GM and the senior management team. The NRN will coordinate through the COS, with the rest of the Directors and relevant senior staff to ensure coordinated, coherent and timely advice is provided to the GM.

## **POST DETAILS**

- This post is to be filled as of 1 April 2022, subject to ASB final approval
- Initial duration of the assignment will be for 3 years. The contract may be renewed, but will not exceed the definite tenure of 5 years.

## **HOW TO APPLY?**

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

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

**NSPA staff members** of the same grade can submit a transfer request till 31 October 2021.

**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.

## **NSPA COVID MEASURES:**

All positions include the requirement to be fully vaccinated at the time of receiving the offer of employment. No offer of employment shall be made to candidates who refuse, without a valid reason, to be vaccinated. This restriction also applies to serving staff requesting transfers or being offered promotions.

**Position Number:**  
G-25

**Ref. No.:**  
133/2021

**Position category:**  
International Relations,  
Manpower and  
Organisation, Planning  
and Management

**Grade:**  
NATO grade 20:A4

**Duty location:**  
Brussels, Belgium

**Basic monthly salary:**  
EUR 7 990.64, tax free

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

**Application Deadline:**  
28 November 2021

**Vacancy status:**  
Candidate selected

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