

OE-55:Chief of Office (Support Services Office)

Post N°OE-55 / Ref. No. 142/2024

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

- University degree preferably in Business Administration or equivalent relevant professional experience in sizeable organizations.
- Experience in operational logistics, project management and team management, including planning and financial aspects, at senior staff or management level in a sizeable organization.
- Good background in logistics procedures / requirements with specialized knowledge in the area of construction and deployable engineering.
- Relevant qualification and experience in project management/project support.
- Thorough knowledge of the SAP S/4HANA logistics modules and their application.
- Thorough experience of NATO resource policy and the NATO financial principles used in the NATO Security Investment Programme (NSIP) and the Investment Committee (BC).
- NATO's two official languages are English and French. The work of this post is mainly conducted in English, therefore fluency in that language is essential and 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 9 083.62, tax free.
- 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.

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 26 June 2024.

Applications sent via e-mail will be automatically rejected.

Position Number:
OE-55

Ref. No.:
142/2024

Position category:
Engineering

Grade:
NATO grade 17:A3

Minimum educational level:
University degree (Bachelor) or equivalent

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:
10 July 2024

Vacancy status:
Candidate selected

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 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.