

# OS-62/20:A4 Chief of Branch

Post N° OS-62/ Ref. No 2025\_00026

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

- Managing the Real Life & Base services and capabilities provided to the operations theatre(s).
- Providing technical advice and support in the context of Real Life & Base services and other assigned logistic support projects.
- Managing the activities of deployed Staff Teams assigned for the day-to-day management of the Real Life & Base services support activities undertaken by NSPA within operational theatres.
- Preparing technical instructions, procedures and concepts.
- Assisting in managing assigned personnel, including planning, distributing and controlling the workload to ensure that tasks are completed in a timely manner.
- Assisting the PM in exploring and executing feasibility studies for new projects in the Real Life & Base Services domain involving creation and development of procedures and system controls.
- Ensuring the implementation of the internal control and risk management processes and managing the risks raised in their area of responsibility in compliance with NSPA prescriptive documents on Internal Control and Risk Management.

## 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 6 weeks plus official holidays
- Pension Scheme

## POST DETAILS

- Basic monthly salary: EUR 10 872.71, 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 October 2025.

**Applications sent via e-mail will be automatically rejected.**

**Position Number:**  
OS-62

**Ref. No.:**  
2025\_00026

**Position category:**  
Operations

**Minimum educational level:**  
University Degree (Master) in relevant field or equivalent experience

**Grade:**  
NATO grade 20:A4

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

**Application Deadline:**  
9 November 2025

**Vacancy status:**  
Candidates evaluation ongoing

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

**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.