

# OS-90: Senior clerk

Post N° OS-90/ Ref. No 2024\_00362

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

- Complete secondary school or equivalent education.
- Ability to communicate clearly orally and in writing.
- Experience in documentation management normally acquired as a Clerk after two to three years in the Agency or in a similar organisation.
- Good organisational skills.
- Ability to work independently, as well as part of a multidisciplinary team, often under demanding conditions, and to be self-motivated.

## POST DETAILS

- **NATO Civilian Staff** are invited to apply
- Basic monthly salary: EUR 4 617.48, tax free

## HOW TO APPLY?

All candidates 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 12 September 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.

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.

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.

**Position Number:**  
OS-90

**Ref. No.:**  
2024\_00362

**Position category:**  
Operations

**Grade:**  
NATO grade 8:B3

**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:**  
26 September 2024

**Vacancy status:**  
Candidate selected