

QD-7: Planning Officer (Nuclear Consultation, Command and Control "NC3" Capability)

Post N° QD-7/ Ref. No 2024_00359

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

- University degree in a relevant field of study or relevant experience (e.g. Business management).
- Relevant professional experience in a governmental, inter-governmental or military environment.
- Good knowledge of NSPA's policies, processes and procedures, as well as its governance, management and implementation practices. Knowledge of acquisition and lifecycle management best practices in the Industry and NATO environment.
- Demonstrated knowledge of NATO's organisation and processes including portfolio, programme and project management approach particularly for common funded and infrastructure activities.
- Experience in project management, to include experience as a project officer in an international environment with a recognised project management certification (e.g. PRINCE2, and Project Management Professional).
- NATO's two official languages are English and French. Both languages are important in the work of this post, therefore fluency in English is essential, and working knowledge of French is required.

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: USD 8 707.46, tax free.
- **(Definite Duration)** This position is required for a limited time and the incumbent of this post will be offered a definite duration contract until 31 December 2027.

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 05 September 2024.

Applications sent via e-mail will be automatically rejected.

IMPORTANT NOTES

Position Number:
QD-7

Ref. No.:
2024_00359

Position category:
Engineering

Grade:
NATO grade 15/17:A2
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:
19 September 2024

Type of project:
Current publication

Vacancy status:
Receiving applications until deadline

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.