

Pool Internship for Finance (FF) / Procurement (PP) / Organisational Design and Workforce Management (HM) / NSPO

Pool Internship / Ref. No. 2024_00113

JOB DESCRIPTION - please click here: [FF](#) / [PP](#) / [HM](#) / [NSPO](#)

We are looking for intern in 4 different programs: in Financial Accounting Branch, in Procurement, in Organisational Design and Workforce Management and in NSPO

POST DETAILS

- **Duration:** 6 months

HOW TO APPLY?

(Recent) Graduates and students in the last years of University nationals of a NATO member country are invited to apply.

In order to apply for a vacant internship position at NSPA, please submit the following documents in electronic format:

- Curriculum vitae
- Cover letter
- Motivation letter
- Copy of university transcripts
- Any other relevant document (e.g. letters of recommendation, security clearance if already acquired)

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 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 candidates who refuse, without a valid reason, to be vaccinated. No such requirements will be imposed on serving staff members (except for deployable positions).

Position Number:
Pool Internship
(FF/PP/HM/NSPO)

Ref. No.:
2024_00113

Position category:
Finance

Minimum educational level:
University degree
(Bachelor) or
equivalent

Duty location:
Capellen, Luxembourg

Basic monthly salary:
The intern will be remunerated at the rate of 25% of the salary of an A1 grade, step 1 staff member (taxable income) and subject to ASB final funding approval for 2025.

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

Application Deadline:
12 March 2025

Type of project:
Current publication

Vacancy status:
Receiving applications until deadline

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