

# HR Manager (HT-14)

Post N° HT-14 / Ref. No. 49/2023

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

Reporting directly to the Human Resources Executive (HRE), the HR Manager is accountable for the daily implementation of HR policies and plays an important role in the smooth running of the organisation. The incumbent achieves this through effective leadership of a team of HR Generalists and effective partnering across multiple stakeholder groups.

## **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 03 April 2023.

**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).

## **IMPORTANT NOTE:**

Your application should be submitted in one go and you **will not** be able to modify your data once submitted.

**Position Number:**  
HT-14

**Ref. No.:**  
49/2023

**Position category:**  
Human Resources

**Grade:**  
NATO grade  
17:A3/20:A4

**Minimum educational level:**  
University degree (Bachelor) or equivalent

**Duty location:**  
Capellen, Luxembourg

**Basic monthly salary:**  
17:A3 EUR 9 203.26, tax free;  
20:A4 EUR 10 684.69, tax free.

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

**Application Deadline:**  
17 April 2023

**Vacancy status:**  
Candidate selected