

# LQ-19: Technical Officer (Administration) - Planning and Management Control Office

Post N° LQ-19/ Ref. No 2025\_00678

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

- A Bachelor's level qualification from a nationally recognised/certified University in a related discipline and 2 years' post-related experience. Alternatively, the lack of a Bachelor's level qualification may be compensated by the demonstration of a candidate's particular abilities or experience that is/are of interest to the Agency, and include at least 6 years' extensive and progressive expertise in duties related to the function of the post.
- Ability to promote international cooperation and to participate in and chair international meetings effectively.
- Ability to achieve performance goals and expectations, to measure performance and to engage problems early to mitigate risk and redirect performance.
- Ability to manage time and work effectively under pressure while producing quality products under short-notice deadlines.
- Sound digital literacy with experience in using office automation systems and software applications, e.g. Microsoft Office Suite (Word, Excel, and PowerPoint).
- NATO's official languages are English and French. The work of this post requires fluency in English, while working knowledge of French is desirable.

## 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 7 849.98 tax free - before insurance and pension contributions.

## 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 1 February 2026.

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

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

**Position Number:**  
LQ-19

**Ref. No.:**  
2025\_00678

**Position category:**  
Planning and  
Management

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

**Grade:**  
NATO grade 15:A2

**Duty Location::**  
Luxembourg - Capellen

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

**Application Deadline:**  
15 February 2026

**Type of project:**  
Current publication

**Vacancy status:**  
Receiving applications  
until deadline

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.