

H-1: Chief Human Resources Officer (CHRO)

Post N° H-1 / Ref. No. 2025_00120

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

- Minimum ten (10) years progressive experience across a range of Human Resource Management disciplines preferably in a large public sector, governmental or international organisation.
- Master's level education or equivalent experience in Human Resources Management, Business Administration and Management, Public Administration, Law or other related disciplines.
- Experience owning and implementing improvements to organisational systems of human resource management, including workforce planning, organisational design and HR service delivery, with examples of improving people processes, organisational and team productivity and outcomes.
- Experience implementing legal and regulatory requirements, and delivering HR enterprise-wide frameworks, policies and procedures within a wider organisational umbrella, including as part of a wider government, civil service, international or federated model.
- Experience contributing to the HR profession inside and outside of organisational boundaries.
- Experience effectively managing of complex people issues, including disciplinary, investigations and employment relations cases, with clear evidence of rapid, effective, compliant and defensible decision-making.
- Experience in delivering people outcomes for major programmes and organisational transformation and change activity.

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: EUR 12,622.88, tax free.
- This post will become vacant as of 15 September 2025.
- Initial duration of the assignment will be for 3 years. The contract may be renewed, but will not exceed the definite tenure of 9 years.
- Duty travel expected, in accordance with NATO policy, in support of approved operations and missions, on a case-by-case basis, by traveling to theatre/mission locations, especially where Agency personnel are/will be serving.

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**

Position Number:
H-1

Ref. No.:
2025_00120

Position category:
Human Resources

Grade:
NATO grade 22:A5

Minimum educational level:
University Degree (Master) in relevant field or equivalent experience

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:
17 July 2025

Vacancy status:
Receiving applications until deadline

report.

Applications sent via e-mail will be automatically rejected.

All application deadlines are based on the Central European Time (CET/CEST) zone.

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:

The Human Resources Executive 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.

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