

A 020: Senior Support Officer

Post N° A 020/ Ref. No 2026_00284

JOB DESCRIPTION - (See link to the full job description in the right blue box)

- Bachelor's degree in a relevant field (e.g. business administration or management, public policy or administration, law, economics, political science, audit, international relations) or equivalent university degree.
- Minimum five years' experience, preferably in the delivery and implementation of management support mechanisms or other professional-level activities, gained in international, public or private institutions, entities or environment.
- Ability to multi-task, manage time, deliver on responsibilities and work effectively under pressure while producing high-quality products under short-notice deadlines.
- Excellent analytical skills and appreciation of the relationship between policy issues and executive decisions.
- Demonstrated initiative and creativity and ability to work with only limited supervision.
- Ability to present complicated issues in a clear, concise and persuasive manner.
- Ability to set performance goals and expectations, to develop policy and metrics, to measure performance and to engage problems early to mitigate risk and redirect performance.
- Excellent written and verbal skills with a proven ability to write English quickly and consistently to the highest standard, in a wide-range of context and for various audiences.
- Ability to review and provide insightful input for executive-level consumption in ambiguous, fast-evolving and complex situations.
- Ability to embrace change and adapt to emerging requirements.
- Experience in drafting, reviewing and evaluating policies and implementing policy changes.
- Experience in applying policies to decision-making processes.
- Ability to think critically and provide sound advice on matters of policy, resourcing, public decision-making and governance.

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 9 674.26, 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 13 May 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 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.