

# S 145: Infrastructure and General Services Chief of Section

Post No S 145/ Ref. No 2024\_00194

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

- A Bachelor's level qualification from a nationally recognised/certified University in Civil or Mechanical Engineering.
- At least six years of experience in general administration, infrastructure, security, OH&S, personnel and finance preferably acquired in a multinational or military organisation. The lack of full six years of experience may be compensated by the demonstration of a candidate's particular abilities.
- Extensive experience in the maintenance and construction of infrastructure and facilities, preferably in an international organisation or a national public administration (civil or military).
- Sound knowledge of Italian and EU Health and Safety regulations.
- Wide experience of procurement, financial, and property accounting as well as general administrative procedures.
- Good knowledge of International Organization for Standardization (ISO) 45001 standard.
- Recognised Health and Safety certification (i.e. Italian RSPP qualification).
- Good knowledge of 2D/3D CAD software (AutoCAD and/or SketchUp).
- Outstanding written and oral communication skills, including the writing of clear and concise reports.
- Ability to facilitate/present persuasively and negotiate effectively to achieve desired outcomes.
- Ability to manage time and work effectively under pressure while producing quality products under short notice deadlines.
- Ability to develop resourceful and effective solutions to problems (including personnel), focus on team performance goals and track metrics to measure performance improvements.

## 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 7 246.22, tax free - before insurance and pension contributions.
- This post is deployable. The incumbent of this post may be required to deploy or may be assigned to a remote location, to perform duties (inside or outside a theatre/deployment location) in support of Council approved operations/missions or in support of national or multinational operations/missions authorised by the Agency Supervisory Board of NSPO.

## 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 28 June 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.