

LW-86 Officer, Quality, Risk Management and OHS

Post N° LW-86/ Ref. No 2023_00295

JOB DESCRIPTION - please click [here](#)

General Qualifications

- University degree or equivalent education in an applied science or engineering field.
- Certificate of accredited institution for Risk Management.
- Knowledge of project management principles and methods with work experience in project management environments.
- Knowledge of OHS management principles, methods and application in work environments.
- Ability to cooperate with international military and civilian staff at various levels of seniority.
- 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.
- Outstanding written and oral communication skills, including the writing of clear and concise reports.
- Sound digital literacy with experience in using office automation systems and software applications, e.g. Microsoft Office Suite (Word, Excel, and PowerPoint).

Specific Qualifications

- At least five years of proven experience in the field of Quality Management in Logistics organisations.
- At least three years of experience in the field of Quality Management (application of ISO standards and the AQAP 2000 Series).
- Experience in QMS audits.
- At least three years of proven experience in the field of process review and improvement implementation activities, ideally in Logistics organisations.

LANGUAGE QUALIFICATIONS

- NATO's two official languages are English and French. The work of this post is conducted in English; therefore, fluency in the English language is essential.

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

Position Number:
LW-86

Ref. No.:
2023_00295

Position category:
Health and Safety,
Quality Assurance

Grade:
NATO grade 15:A2

Minimum educational level:
University degree
(Bachelor) or
equivalent

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:
29 July 2024

Vacancy status:
Candidate selected

- Basic monthly salary: EUR 7 370,72, tax free.

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 14 July 2024.

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 deployable 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 deployable candidates who refuse to be vaccinated.

IMPORTANT NOTE:

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