

# IT-82: Systems Analyst ( SAP Finance & Human Resources Section)

Post N° IT-82/ Ref. No 2024\_00575

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

- University degree in relevant field of study, equivalent education, or relevant professional experience.
- Experience in SAP customizing and development with emphasis on the HR modules.
- Experience in project completion from feasibility study through to post implementation review.
- Knowledge of operations of the SAP Human Resources (HR) functional area focusing on: Organizational Management (OM), Personal Administration (PA), Time Management (TM), Payroll (PY), Performance Management (PM), Portal with Employee Self Service (ESS), Manager Self Service (MSS).
- Knowledge of integration with the main Finance, Controlling and Logistics SAP modules.
- Knowledge of cyber security concepts, risks and mitigation techniques applicable to the field of software application development and Enterprise Resource Planning (ERP).
- Knowledge of the cloud HR solution SAP SuccessFactors.
- Knowledge of new capabilities and technologies of S/4HANA
- 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 30 days plus official holidays
- Pension Scheme

## POST DETAILS

- 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 29 December 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.

**Position Number:**  
IT-82

**Ref. No.:**  
2024\_00575

**Position category:**  
Information Systems  
and Technology

**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:**  
26 January 2025

**Type of project:**  
Current publication

**Vacancy status:**  
Receiving applications  
until deadline

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.

**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.