

# PP-Pool/10:B4 - 12:B5: (Junior) Buyer

Post N° PP-Pool / Ref. No. 2024\_00327  
Extended

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

- Complete secondary school or equivalent education.
- Sound experience in procurement methods and procedures, including contract development and negotiations, normally acquired as a Junior Buyer after five to seven years in the Agency or in a similar organisation.
- Ability to work with minimum supervision and under tight timelines.
- Knowledge of information systems at end-user level with experience in using personal computers and software packages.
- Knowledge of the Agency's enterprise software (SAP) would be an asset.

## 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:
- **10:B4:** EUR 5,203.10, tax free.
- **12:B5:** EUR 5,921.61, 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 18 February 2025.

**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

**Position Number:**  
PP-Pool

**Ref. No.:**  
2024\_00327

**Position category:**  
Procurement and  
Purchasing

**Grade:**  
NATO grade 10/12:B4  
B5

**Minimum educational level:**  
Full secondary school

**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:**  
12 August 2024 /18  
February 2025

**Type of project:**  
Status of closed  
vacancies

**Vacancy status:**  
Candidate selected

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.