QI007: Senior Administrative Assistant

Post No QI007/ Ref. No 2026_00604

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

- Higher vocational training in a relevant discipline and two years' post-related experience. Acceptable alternatives: secondary education and four years' post-related experience, or an equivalent education combined with an appropriate amount of relevant, professional experience.
- Ability to organise parts of a problem or a situation, making systematic comparisons of different aspects of it, understanding the implications, setting priorities on a rational basis, identifying time sequences and finding causal relationships.
- Ability to work as a member of a cohesive team for the efficient accomplishment of defined processes and tasks.
- Sound digital literacy with experience in using office automation systems and software applications, e.g. Microsoft Office Suite (Word, Excel, and PowerPoint).
- Effective collaboration skills required to engage and interact productively with others.
- Ability to operate independently and set priorities within routine work without direction.
- Well-developed communication skills (written, oral and presentation).
- NATO's official languages are English and French. The work of this 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 6 weeks plus official holidays
- Pension Scheme

POST DETAILS

- Basic monthly salary:EUR 5 541.41, 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 10 December 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.