

# LB-176: Principal Liaison Officer (EMA)

Post N° LB-176/ Ref. No 2025\_00286

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

- Acting as the main Point of Contact (PoC) between NSPA and the Defence and Security Cooperation Directorate (DSCD) as required, including attending all relevant meetings, working visits, and informal meetings and participate in working groups or other forums at NATO HQ and offsites as needed.
- Liaising closely with NSPA staff in Ukraine and maintaining links with International Staff and other NATO Bodies/Agencies as necessary.
- Proactively developing and enhancing a network of key stakeholders to ensure that all factors and impacts of projects, activities and issues are fully considered, and the required decisions are made.
- Contributing to and advising on policy developments with an impact on the relevant functional areas within DSCD and NSPA.
- Identifying and contributing to the development of relevant frameworks to enhance cooperation between NSPA and DSCD and improve project/programme implementation and execution.
- Applying expertise, providing recommendations for continued improvement on all stages of management, development and execution of Comprehensive Assistance Package (CAP) Trust Fund (TF) Projects and increasing NSPA responsiveness to urgent tasks and projects.
- Providing direct support to DSCD on NSPA requirements for project planning and work coordination to promote efficient interaction between both entities, particularly where the Agency is delivering or supporting capabilities, programmes or projects funded by the CAP TF.
- Providing related information to Allied Committees on behalf of DSCD and/or NSPA on related project or programme activities as needed (e.g. project status updates, procurement strategies, programme funding, status of funds reporting, performance outcomes or other issues)

## **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 9 604.83, 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**

**Position Number:**  
LB-176

**Ref. No.:**  
2025\_00286

**Position category:**  
Operations

**Minimum educational level:**  
University degree (Bachelor) or equivalent, University Degree (Master) in relevant field or equivalent experience

**Grade:**  
NATO grade 20:A4

**Duty Location::**  
Belgium - Brussels

**Who can apply?:**  
NATO Civilian Staff and external candidates who are nationals of a NATO member country are invited to apply.

**Application Deadline:**  
28 January 2026

**Vacancy status:**  
Receiving applications until deadline

**report.**

**NSPA staff members** of the same grade can submit a transfer request till 21 January 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.