

# LS-79: Clerk (warehousing)

Post N° LS-79/ Ref. No 2025\_00916

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

- Complete secondary school or equivalent education.
- Experience in handling/warehousing normally acquired as a Junior Clerk after one to two years in the Agency or in a similar organisation.
- Valid category "B" driving license and ability to operate Material Handling Equipment (MHE).
- Knowledge of information systems at end-user level with experience in using personal computers and software packages.
- Good health and physical ability to handle semi-bulk and bulk items and to execute loading/unloading operations.
- Good ability to work in teams with a positive attitude.
- Certified special training and experience in the handling of hazardous products would be an asset.
- Knowledge of the Agency's enterprise software (SAP) would be an asset.
- NATO's two official languages are English and French. Both languages are important in the work of this post, therefore a working knowledge of both languages 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 6 weeks plus official holidays
- Pension Scheme

## POST DETAILS

- Basic monthly salary: EUR 4 451.95, 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 17 March 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.

**Position Number:**  
LS-79

**Ref. No.:**  
2025\_00916

**Position category:**  
Transport and  
Warehousing

**Minimum educational level:**  
Full secondary school

**Grade:**  
NATO grade 5:B2

**Duty Location::**  
Luxembourg - Capellen

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

**Application Deadline:**  
31 March 2026

**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.

**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.