

Senior Administrative Assistant (Travel – TDY Support Cell) (FF-131)

Post N° FF-131 / Ref. No. 20/2024

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

- Complete secondary school or equivalent education
- Not less than three years of experience in financial management normally acquired in the Agency or in a similar organisation.
- Knowledge of NATO rules covering travel-related entitlements.
- Ability to type in both official NATO languages.
- Knowledge of, and operations experience with SAP.
- NATO's two official languages are English and French. Both languages are important in the work of this post, therefore fluency in English and working knowledge of French are 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 30 days plus official holidays
- Pension Scheme

POST DETAILS

- Basic monthly salary: EUR 4 617.48, 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 08 February 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.

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.

Position Number:
FF-131

Ref. No.:
20/2024

Position category:
Finance

Grade:
NATO grade 8:B3

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:
22 February 2024

Type of project:
Status of closed vacancies

Vacancy status:
Candidate selected

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.