

EW-2: Communications & Protocol Assistant

Post N° EW-2 / Ref. No. 2024_00749
INTERNAL PUBLICATION ONLY

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

- Complete secondary education, equivalent education, or relevant professional experience.
- Experience, normally acquired after 5 years, as an event assistant in a similar organisation.
- Ability to work independently, as well as part of a multidisciplinary team, and to be self-motivated.
- Sound digital literacy with experience in using office automation systems and software applications, e.g. Microsoft Office Suite (Word, Excel, and PowerPoint).

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 5 203.10, tax free.

HOW TO APPLY?

Internal candidates 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 20 January 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 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

Position Number:
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Ref. No.:
2024_00749

Position category:
Communication

Minimum educational level:
Technical/vocational post-secondary education

Duty location:
Capellen, Luxembourg

Who can apply?:
NATO Civilian Staff are invited to apply.

Application Deadline:
20 January 2025

Type of project:
Current publication

Vacancy status:
Receiving applications until deadline

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 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 candidates who refuse, without a valid reason, to be vaccinated. No such requirements will be imposed on serving staff members (except for deployable positions).