

# NA-53: Wing Support Manager (Assistant PM)

Post N° NA-53 / Ref. No. 2024\_00380

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

- Master's level qualification in Public Administration, Management, or related field, equivalent education, or relevant professional experience.
- Excellent knowledge and extensive working experience in support of a military organisation, preferably in aviation, at senior staff or management level in a sizeable organization.
- Familiarity with the SAC Programme and NATO structure, processes and procedures.
- Prior experience in facility management.
- A defence or civil service senior staff college qualification or successful completion of a senior/executive leadership development programme.
- Relevant seniority in the functional area, International exposure and Leadership experience
- Knowledge of the Hungarian language
- NATO's two official languages are English and French. However, the work of this post is conducted in English and therefore fluency in that language 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 30 days plus official holidays
- Pension Scheme

## **POST DETAILS**

- Basic monthly salary: HUF 3,483,299.00, tax free.
- Initial duration of the assignment will be for 3 years. The contract may be renewed, but will not exceed the definite tenure of 9 years.
- Duty travel expected, in accordance with NATO policy, in support of approved operations and missions, on a case-by-case basis, by traveling to theatre/mission locations, especially where Agency personnel are/will be serving.

## **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**.

Applications sent via e-mail will be automatically rejected.

## **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.

**Position Number:**  
NA-53

**Ref. No.:**  
2024\_00380

**Position category:**  
Programme  
Management

**Grade:**  
NATO grade 22:A5

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

**Duty location:**  
Pápa, Hungary

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

**Application Deadline:**  
25 February 2025

**Type of project:**  
Current publication

**Vacancy status:**  
Receiving applications until deadline

If you are invited to a preliminary interview, you will be asked to indicate your preference at that time as well.

**IMPORTANT NOTE:**

The Human Resources Executive 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.

Your application should be submitted in one go and you **will not** be able to modify your data once submitted.