

QD-11: Technician (Project Support)

Post N° QD-11/ Ref. No 2025_00242

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

- Complete secondary education, equivalent education, or relevant professional experience.
- Proven experience in organisations, skills and knowledge management.
- Willingness to undergo training (for example on Agency's Enterprise Resource Planning tool), and the ability to learn on-going processes and methods developed by the Programme Office and the Agency.
- Ability to communicate clearly and effectively, both orally and in writing, in technical and non-technical areas within international and multi-disciplinary teams.
- Ability to study individual cases and carry out complex administrative or technical tasks with a minimum of supervision.
- Ability to formulate recommendations and suggestions within the functional area.
- Ability to exercise an independent judgement and take initiative within the parameters of the role and responsibilities assigned.
- NATO's official languages are English and French. The work of this post requires fluency in English, while working knowledge of French is desirable.

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 B5: EUR 6 306.65, tax free - before insurance and pension contributions. The candidate selected will be assigned to the lowest level in this twin post.

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 05 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

Position Number:
QD-11

Ref. No.:
2025_00242

Position category:
Planning and
Management

Minimum educational level:
Full secondary school,
Technical/vocational
post-secondary
education

Grade:
NATO grade 12/14:B5
B6

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:
19 March 2026

Vacancy status:
Receiving applications
until deadline

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.