QF-22: Project and Portfolio Analyst

Post N° QF-22/ Ref. No 2025_00075

<u>JOB DESCRIPTION - please click here.</u>

- University degree in a related discipline, such as, Business Management, Scientific or Engineering, equivalent education, or relevant professional experience.
- Minimum five years' experience as a project and portfolio management analyst in a Project Management Office or similar environment.
- Minimum five years' experience with NSIP.
- Sound experience in working on large-scale projects and portfolios of projects.
- Sound knowledge and understanding of NSIP rules and procedures.
- Ability to cooperate with international military and civilian staff at various levels of seniority.
- Ability to work independently, to be self-motivated, to work under stress and to tight deadlines.
- Ability to communicate clearly and effectively, both orally and in writing, in technical and non-technical areas within international and multi-disciplinary teams.
- Good written and oral communication skills, including the writing of clear and concise reports.
- Ability to manage time and work effectively under pressure while producing quality products under short-notice deadlines.

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 7,599.21/9,365.21, 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 29 April 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.

Position Number:
QF-22

Ref. No.:
2025_00075

Position category:
Engineering

Grade:
NATO grade 15/17:A2 A3

Minimum educational level:
University degree (Bachelor) or equivalent

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:
06 May 2025

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.

<ins>EMPLOYMENT STATUS REQUIREMENT FOR CURRENT MILITARY OR ADMINISTRATION POST HOLDERS:</ins>

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.

<ins>IMPORTANT NOTE:</ins>

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