

Chief of Staff (A-1)

Post N° A-1 / Ref. No. 97/2022

JOB DESCRIPTION - please click [here](#)

The Chief of Staff (COS) oversees NSPA's ongoing business/corporate operations and procedures. As a key member of the Executive Management Board (EMB), which sets the direction of the Agency and monitors performance across all business areas, the COS participates in the corporate management and direction of the NSPA, through full membership of the relevant boards and contributes to the development of strategies, policies, and directives that promote the Agency's culture and vision. The COS reports directly to the General Manager (GM) and will deputise for the GM when directed.

Also, the COS:

- Leads efforts to operationalise the strategy decided by the EMB. To do so, the incumbent must be a skilled communicator, effective and driven leader to maintain key operational procedures, create new required processes and ensure day-to-day operational excellence.
- Oversees functional support aspects of the Agency on behalf and in support of the GM, i.e. employee policies, workplace policies, planning, communications, compliance, facilities and security.
- Coordinates across the operational organisational units to deliver a coherent and cohesive programme of work well supported by enabling functions.
- Manages the actions of their own staff including planning, Internal Control, Quality Management, and Corporate Communications; and is responsible for direction of assigned support functions including base support and security in Capellen, Luxembourg. The COS ensures that the Agency operates effectively in support of the Organisation's aims by working with the GM to develop clear Agency objectives and priorities.

POST DETAILS

- This post will become vacant as of 27 July 2023.
- Initial duration of the assignment will be for 3 years. The contract may be renewed, but will not exceed the definite tenure of 6 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 **EPMS report**.

Applications sent via e-mail will be automatically rejected.

IMPORTANT NOTES

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.

Position Number:
A-1

Ref. No.:
97/2022

Position category:
Planning and
Management

Grade:
NATO grade 23:A6

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

Duty location:
Capellen, Luxembourg

Basic monthly salary:
EUR 13 187.46, tax free

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

Application Deadline:
9 September 2022

Vacancy status:
Candidate selected

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.

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).