

LN-37 Business Analyst Logistics Information Systems Services

Post N° LN-37/ Ref. No 2025_00042

JOB DESCRIPTION - please click [here](#)

General Qualifications

- University degree (preferably in computer sciences), equivalent education, or relevant professional experience.
- Well-developed communication skills (written and oral).
- Developed sense of human relations and ability to deal with personal of various nationalities and categories with tact and understanding.
- Experience in leading (or participating in) teams in performing business process analysis of organizational elements or complex activities.
- Sound digital literacy with experience in using office automation systems and software applications, e.g. Microsoft Office Suite (Word, Excel, and PowerPoint).

Specific Qualifications

- Minimum three years' experience in business analysis.
- Understanding of Software Development Life Cycle (SDLC) and knowledge of software designing concepts.
- Strong analytical skills, understanding of business operations, and proficiency in process modeling and analysis tools.
- Ability to investigate and analyze a business process in order to understand how it works, identify bottlenecks and inefficiencies, and recommend improvements.
- Ability to effectively communicate and influence key stakeholders to support proposed strategies, process improvements and operational decisions.
- Working know-how of data modelling and awareness of database concepts like Database Management System (DBMS), Extraction, Transformation and Load (ETL) and Standard Query Language (SQL).
- Theoretical knowledge and practical experience with project management methodologies such as PRINCE2 ®.
- Ability to deliver training in a multinational environment.
- Good understanding of and practical experience in logistics, finance, or procurement involving military operations or support to a large/complex organization.

LANGUAGE QUALIFICATIONS

- 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

Position Number:
LN-37

Ref. No.:
2025_00042

Position category:
Information Systems
and Technology,
Logistics

Grade:
NATO grade 15:A2

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:
May 30 2025

Vacancy status:
Candidates evaluation
ongoing

- Generous annual leave of 30 days plus official holidays
- Pension Scheme

POST DETAILS

- Basic monthly salary: EUR 7 599,21, 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 May 1 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 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.