

# LQ-36 Chief of Section, Material Management Centre, AGS & UAS Program Office

Post N° LQ-36/ Ref. No 2024\_00378

**JOB DESCRIPTION - please click [HERE](#)**

## General Qualifications

- University degree in engineering or related discipline.
- Experience in supply operations and procedures, including US Foreign Military Sales (FMS).
- Knowledge of modern logistics techniques including management through automation support.
- Knowledge of contract administration.
- Demonstrated ability to express themselves orally and in writing, including the writing of clear and concise reports and the production of good quality written output.
- High degree of flexibility and agility to adapt to a changing environment.
- Ability to facilitate/present persuasively and negotiate effectively to achieve desired outcomes.
- Ability to manage time and work effectively under pressure while producing quality products under shortnotice deadlines.
- Familiarity with NATO technical publications and documentation.
- Ability to write technical documentation and contractual documents such as Statements of Work (SOWs).
- Sound digital literacy with experience in using office automation systems and software applications, e.g. Microsoft Office Suite (Word, Excel, and PowerPoint).

## Specific Qualifications

- Experience in working in a project/programme environment using formal methodologies, preferably with management responsibilities.
- Experience in logistics and transportation requirements in complex military weapon system programmes.
- Thorough knowledge of NSPA SAP transactions related to Logistics and Procurement.
- Thorough knowledge of international customs regulations.
- Proficiency in technical writing and in the use of aircraft/equipment Technical Data (TD) publications.
- Experience in using Microsoft tools.

## LANGUAGE QUALIFICATIONS

- 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

**Position Number:**  
LQ-36

**Ref. No.:**  
2024\_00378

**Position category:**  
Material Management,  
Planning and  
Management

**Grade:**  
NATO grade 17:A3

**Minimum educational level:**  
University degree  
(Bachelor) or  
equivalent

**Duty location:**  
Sigonella, Italy

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

**Application Deadline:**  
29 October 2024

**Vacancy status:**  
Receiving applications  
until deadline

- Excellent health coverage
- Great work/life balance
- Generous annual leave of 30 days plus official holidays
- Pension Scheme

#### **POST DETAILS**

- Basic monthly salary: EUR 7 319,21, 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 22 October 2024.

**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.

#### **NSPA COVID MEASURES:**

All deployable 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 deployable candidates who refuse to be vaccinated.

#### **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.