

# Administrative Assistant Pool

Post N° IT-02/ Ref. No 2024\_00812

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

- Complete secondary school or equivalent education.
- Personal suitability and the relevant experience providing administrative support after two to three years in the Agency or in a similar organisation.
- Good written and verbal communication skills.
- Ability to work independently, be self-motivated and to organise work under stress and tight deadlines.
- Willingness to receive additional training, as required.
- Developed sense of human relations and ability to deal with personnel with tact and understanding are required.
- Knowledge of information systems at end-user level with experience in using personal computers and software packages.
- Good communication skills and a sense of diplomacy when dealing with persons inside and outside the Agency at all levels and of different nationalities.
- Absolute discretion and good judgment are required.
- Very good knowledge of MS Word, PowerPoint, Excel and SharePoint..

## 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 4 617.48, 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 07 January 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

**Position Number:**  
IT-02 Pool

**Ref. No.:**  
2024\_00812

**Position category:**  
Information Systems  
and Technology

**Grade:**  
NATO grade 8:B3

**Minimum educational level:**  
Technical/vocational  
post-secondary  
education

**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:**  
12 January 2025

**Type of project:**  
Current publication

**Vacancy status:**  
Receiving applications  
until deadline

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.