

QI019: Project coordinator (Training & Flight Simulation)

Post No QI019/ Ref. No 2026_00337

JOB DESCRIPTION (See link to the full job description in the blue box)

- University degree in an aviation related technical, logistics, or engineering field or equivalent professional experience in flight simulation and training fields.
- At least five years of experience related to acquisition or management of simulation and training devices and services.
- Experience in the administration of flight simulator and training contracts and in using technical and logistic support documentation related to flight simulator equipment.
- Good knowledge of relevant Quality Assurance (QA) and Risk Management standards and policies.
- 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 short notice deadlines.
- Ability to develop resourceful and effective solutions to problems, to focus team on performance goals and expectations, to track metrics and measure performance, and to engage problems early to mitigate risk and redirect performance.
- Minimum seven years' experience in aviation support project management.
- Proven knowledge of current international regulatory frameworks for flight simulation and training.
- NATO's official languages are English and French. The work of this post is requiring 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
- Generous annual leave of 6 weeks plus official holidays
- Pension Scheme

POST DETAILS

- Basic monthly salary:EUR 7 849.98, tax free - before insurance and pension contributions.

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 9th September 2026.

Applications sent via e-mail will be automatically rejected.

All application deadlines are based on the Central European Time (CET) zone.

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.