

Senior Administrative Assistant (A-2)

Post N° A-2 / Ref. No. 130/2022

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

The incumbent is responsible to the designated senior manager for efficiently executing a wide variety of administrative and clerical tasks and ensuring the smooth operation and information flow.

POST DETAILS

- **NATO Civilian Staff** are invited to apply.
- Interviews are being foreseen for the 12 October 2022

HOW TO APPLY?

All candidates should refer to the [FAQs](#) before applying.

NSPA internal candidates must submit additionally their latest completed **EPMS report**.

NSPA staff members of the same grade can submit a transfer request till 03 October 2022.

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.

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.

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).

Position Number:
A-2

Ref. No.:
130/2022

Position category:
Administrative Support

Grade:
NATO grade 10:B4

Minimum educational level:
Full secondary school

Duty location:
Capellen, Luxembourg

Basic monthly salary:
EUR 4 732.16, tax free

Who can apply?:
NATO Civilian Staff are invited to apply.

Application Deadline:
03 October 2022

Type of project:
Status of closed vacancies

Vacancy status:
Candidate selected