

OL018: Planning Officer (Rail Services)

Post No OL018/ Ref. No 2026_00380

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

- A Bachelor's level qualification from a nationally recognised/certified University in a related discipline and 5 years' post-related experience. Alternatively, the lack of a Bachelor's level qualification may be compensated by the demonstration of a candidate's particular abilities or experience that is/are of interest to the Agency, and include at least 7 years' extensive and progressive expertise in duties related to the function of the post.
- Experience of planning rail support requirements for large-scale commercial, national or NATO Operations or Exercises.
- Experience with the creation of rail business requirements, Statement of Works, and technical aspects of any rail related contract will be highly appreciated.
- Ability to analyse large amounts of data, to synthesise and present—orally and in writing - conclusions and recommendations in a precise, concise and convincing manner.
- Diplomatic and cultural awareness as the post requires frequent interaction with external NATO entities and Rail Industry.
- Ability to facilitate/present persuasively and negotiate effectively to achieve desired outcomes. Demonstrated hands-on experience with the creation of project decks and or presentations for C-suite or executive levels.
- 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 5 years' experience in creation and management of rail technical documentation, with a special interest in rail operations.
- Knowledge and understanding of the rail industry, the European rail legal framework, rail quality standards, environmental / safety requirements and rail risks.
- Broad experience across all areas of the rail value chain, including rail infrastructure, stations, tracks and specificities such as rail freight corridors, tunnels or bridges limitations.
- Experience in conducting rail planning and coordination activities within a commercial company, NATO or National Staff environment.
- 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
- 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.

- This post is deployable. The incumbent of this post may be required to deploy or may be assigned to a remote location, to perform duties (inside or outside a theatre/deployment location) in support of Council approved operations/missions or in support of national or multinational operations/missions authorised by the Agency Supervisory Board of NSPO.

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 19 August 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.