

I-3: Principal IS Planning Officer, CIO Office

Post N° I-3/ Ref. No 2025_00786

JOB DESCRIPTION - please click [here](#)

General Qualifications

- A Master's level qualification from a nationally recognised/certified University in a related discipline and 5 years' post-related experience. Acceptable alternatives: Bachelor's level qualification with 8 years' post-related experience, or an equivalent education combined with an appropriate amount of relevant, professional experience.
- Good knowledge of integrated logistics support operations in an international environment.
- Very good understanding of an architectural approach, systems integration, cyber security and cost/benefit issues in ICT systems.
- Good understanding of inherent problems of integrated systems [such as Enterprise Resource Planning (ERP)] versus loosely coupled systems.
- Good knowledge of state-of-the-art ICT and a keen interest in emerging technologies.
- Broad and up-to-date knowledge of and proven experience in the life-cycle of enterprise ICT, preferably in the domain of defence logistics combined with knowledge of system architecture and Total Cost of Ownership (TCO).
- Ability to facilitate/present with strong persuasion to secure buy-in and highly effective negotiating skills to achieve desired outcomes including business growth.
- Ability to multi-task, manage time and work effectively under pressure while producing high-quality products under short-notice deadlines.
- Ability to develop resourceful and effective solutions to problems (including personnel), focus on team performance goals and track metrics to measure performance improvements.

Specific Qualifications

- Experience in administration at the senior staff level, acquired in a sizeable and complex organisation, including excellent writing skills.
- Experience with modern ERP and SAP.

LANGUAGE QUALIFICATIONS

- 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

Position Number:
I-3

Ref. No.:
2025_00786

Position category:
Information Systems
and Technology

Minimum educational level:
University Degree
(Master) in relevant
field or equivalent
experience

Grade:
NATO grade 20:A4

Duty Location::
Luxembourg - Capellen

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

Application Deadline:
01 February 2026

Vacancy status:
Receiving applications
until deadline

POST DETAILS

- Basic monthly salary: EUR 11 231,51 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 18 January 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.