

LM-178 SPC Secretary and Administrative Assistant

Post N° LM-178/ Ref. No 2024_00487

JOB DESCRIPTION - please click [here](#)

General Qualifications

- University degree or equivalent. Experience in coordinating, planning, and controlling functions acquired in the Agency or in a similar organisation.
- Ability to cooperate with Country Liaison Representatives (CLRs) and supervisors at various levels and to assist SPC Chairpersons in conducting their respective meetings.
- Demonstrated written and verbal skills.
- 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.

Specific Qualifications

- Excellent organisational skills.
- Possessing tact and discretion, very well developed interpersonal skills and ability to instil teamwork in a Programme management team environment.
- Experience in using project management methods and tools. Understanding of NSPA operations and their inter-relationship to NATO and other national organisations.
- Proven ability in producing high-quality written output, working under pressure to short deadlines on management.

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 30 days plus official holidays
- Pension Scheme

POST DETAILS

- Basic monthly salary: EUR 9 365.21, tax free.

Position Number:
LM-178

Ref. No.:
2024_00487

Position category:
Administrative Support,
Planning and
Management

Grade:
NATO grade 17:A3

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

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:
13 March 2025

Vacancy status:
Receiving applications
until deadline

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 06 March 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 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.