

# CH-4: Governance Support and Document Management Specialist

Post N° CH-4 / Ref. No. 2024\_00231

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

- Successfully completed education to the higher secondary level;
- Minimum five (5) years' experience in general administration, preferably in an international environment;
- Proven abilities in assisting with the organisation and support of international meetings;
- Demonstrated experience in document management and archiving;
- Excellent knowledge of information systems at end-user level with experience in using personal computers and software packages, with proficiency in Microsoft Office Suite (especially Word, Excel and PowerPoint) and Adobe Acrobat.
- Experience in providing Secretariat support to high-level committees in an international and multicultural organisation;
- Familiarity with political and protocol issues within NATO;
- Knowledge of Microsoft SharePoint administration.

## 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 5,921.61, tax free.
- This post is to be filled as of 01.02.2025.

## 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 25 August 2024.

**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.

**Position Number:**  
CH-4

**Ref. No.:**  
2024\_00231

**Position category:**  
Administrative Support

**Grade:**  
NATO grade 12:B5

**Minimum educational level:**  
Full secondary school

**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:**  
09 September 2024

**Vacancy status:**  
Candidate selected

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.

**NSPA COVID MEASURES:**

All deployable 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 deployable candidates who refuse to be vaccinated.

**IMPORTANT NOTE:**

Your application should be submitted in one go and you **will not** be able to modify your data once submitted.