LW148: Programme Office Executive Officer

Post No LW148/ Ref. No 2025_00304

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

- A university degree in Business Administration, Public Administration, General Management, or equivalent, from a nationally recognised/certified University and 3 years' experience in management support at senior staff or management level (preferably in an international organisation, national public administration (preferably military) or private sector).
- Experience of programme and project management processes and tools preferably in support of logistics projects.
- Experience in planning, coordinating and other administrative functions acquired in the Agency or in a similar organisation.
- Good knowledge and experience of management principles, practices and methods of control of a sizeable organisation.
- Good knowledge of the NAEW&C Programme.
- Good knowledge of logistics support, maintenance, supply practices and procedures.
- PRINCE2® or PMP Project Management Certification.
- NATO's official languages are English and French. The work of this post requires fluency in English.

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.

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 September 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.