



## Who can apply?

Applicants that want to apply for positions at NSPA need to fulfill the following criteria:

- They are nationals of a NSPO member country; the NSPO member countries are:

Albania	Estonia	Latvia	Romania
Belgium	France	Lithuania	Slovakia
Bulgaria	Germany	Luxembourg	Slovenia
Canada	Greece	Netherlands	Spain
Croatia	Hungary	Norway	Turkey
Czech Republic	Iceland	Poland	United Kingdom
Denmark	Italy	Portugal	United States

- They are over 21 and under 60 years of age at the time of taking up their appointments. Exceptionally candidates may be appointed to junior positions in the B and C categories under the age of 21. Appointments of definite duration may be offered to candidates of 60 years of age or more provided that the expiry date of the contract is not later than the date at which the candidate attains the age of 65;
- They have completed any initial term of compulsory military service required of them under the provisions of their national legislation;
- They fulfill the physical standards demanded by the exercise of their functions and they are recognized as being free from or definitely cured of any disease which might constitute a risk to others;
- They have a generally good knowledge of at least one of the two official NATO languages (English and French);
- They are not closely related to a member of the staff.

Additionally, in order to be appointed and hold a position, compliance with the following criterion is mandatory:

- Applicants are to be eligible for a current NATO security clearance from the government of the country of which they are a national. NSPA will request a security vetting once the candidate has been selected.

**The withdrawal of this certificate entails the immediate termination of the contract or the immediate dismissal of NSPA personnel concerned as appropriate.**

Please note that **additional prerequisites for recruitment are necessary**. Besides the security clearance the candidate needs to complete a medical check. For Category A positions, the candidate also needs to have national endorsement. More details can be found in the Recruitment and Selection Process section under Final Checks.

Applicants having dual nationality still qualify for employment at NSPA as long as they are citizens of at least one NSPO member state.

For further information please contact: [recruitment@nspa.nato.int](mailto:recruitment@nspa.nato.int)

## How to apply?

Before applying, please read these instructions carefully. For each specific position, applications must be made using:

- 1) the **NSPA Application Form**; and
- 2) the **Post Requirements Form** related to the vacancy (which can be found in the [NSPA Vacancies](#) page).

**Applications without a NSPA Application Form AND the relevant Post Requirements Form will not be considered.**

Please note that all applicants will receive a reply whether successful or not. If a receipt has not been received within **10 days** of applying, please contact NSPA at [recruitment@nspa.nato.int](mailto:recruitment@nspa.nato.int).

Applicants are requested to forward their fully completed Application Form together with a Post Requirements Form **by e-mail** to the NSPA Human Resources Division ([recruitment@nspa.nato.int](mailto:recruitment@nspa.nato.int)). They may attach references to their application such as a résumé, supporting documents or letters of recommendation. However, these do not replace the standard Application Form and the Post Requirements Form which must be completed for every vacancy they wish to apply for.

It is possible to apply for more than one vacancy at a time but first the applicants should ensure that they meet the specific requirements for each position and should submit a separate application file for each vacancy indicating the associated reference number in each case. Applications should only be sent to NSPA for advertised vacancies.

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# Classes of Positions and Personnel at NSPA

## 1. The established positions at NSPA are for International Civilian Personnel

International Civilian Personnel are recruited from among the nationals of members of the Alliance and fill international positions that appear on the approved establishment of a NATO body (e.g. NSPA). Besides, NSPA also hires seconded staff which is defined as International civilian staff recruited with the concurrence of the national authorities concerned. The category structure of International Civilian Personnel can be found below:

### Category A Positions

Category A positions require a university degree or equivalent level education, several years' relevant professional experience and a good knowledge of the two official NATO languages (English and French). In accordance with NSPA recruitment procedures, selected candidates must be endorsed by their national authorities. Candidates invited for an interview will receive more specific information at the appropriate time.

### Category L Positions

Category L positions cover the positions held by linguistic personnel (heads of section, revisers, interpreters, translators and trainee interpreters and translators).

### Category B Positions

Category B positions comprise:

- technical and administrative positions and
- secretarial or clerical staff.

Recruitment is based on consideration of the educational qualifications, good knowledge of one of the two official NATO languages and professional experience relevant to NSPA.

### Category C Positions

Category C positions cover the positions held by ancillary, operative, mechanical, manual or custodial personnel. These positions require a certificate or diploma attesting to the skills required for the position together with several years' professional experience and a good general education.

## 2. The non-established, intermittent positions at NSPA are for the following categories of personnel:

### 2.1 Consultants

NSPA may also call on the services of consultants. Consultants are recognized experts or specialists engaged to serve in an advisory or technical capacity and do not hold established positions at NSPA.

### 2.2 Temporary Personnel

Temporary personnel may be engaged when necessary to replace members of staff who are absent or temporarily to undertake tasks in excess of the capacity of the establishment approved for NSPA.

Requests for temporary support may also be covered by Service Agency Personnel.

For further information please contact: [recruitment@nspa.nato.int](mailto:recruitment@nspa.nato.int)

### 2.3 Interns

Students may be recruited as interns when a suitable internship project has been identified.

# Deployment Policy

## What is Deployment?

Deployment is defined as the assignment of a NATO civilian staff member to a location other than the duty station to perform duties in direct support of a [North Atlantic Council](#) (NAC) approved operation or in support of NSPO state(s) operations endorsed by the Agency Supervisory Board (ASB) in conformity with the NSPO charter. Deployments are defined as long term or temporary short term. The decision to deploy will be based on several factors, including the nature of the deployment, the proposed duration, the conditions at the location(s) to be visited, and an overall risk assessment.

## NSPA's Deployment Policy

Some NSPA positions have been created and funded by customers to cover missions requiring compulsory deployment. In these cases the contracts for deployable civilians include a compulsory **deployability clause**. This deployability clause states that the position in question is earmarked for **mandatory** deployment in support of NAC- approved operations and missions. This means that the incumbent of the post will be deployed 6 months out of every 18 months throughout the contract period.

# Recruitment and Selection Process

## 1) Application

Once the application has been received by NSPA Human Resources Division, candidates will receive the receipt of their application by e-mail. If a receipt has not been received within **10 days** of applying, please contact NSPA at [recruitment@nspa.nato.int](mailto:recruitment@nspa.nato.int).

### **Reminder:**

**If the application file is incomplete it will not be considered.**

## 2) Preselection

All valid applications received are screened on the basis of information provided in the Application Form and in the Post Requirements Form. The selection criteria are clearly outlined in each vacancy notice. Taking into account qualifications, training, competencies, technical skills and professional experience, a preselection is made and the candidates who qualify are contacted for the next round.

## 3) Test/Interview

Often candidates are required to complete a written test. For obvious reasons, details of tests cannot be given but the questions will be relevant to the functions of the position which they are applying for. Both official NATO languages are used to test the candidate's proficiency. All candidates will be notified, whether successful or not. No information will be given to candidates neither on their performance nor on their tests. Most of the tests are conducted at NSPA's Capellen site in Luxembourg but also in Taranto (Italy).

## 4) Final Checks

Candidates selected will receive a letter informing them that NSPA intends to carry their application forward. However, it is also made clear that there is **not yet a guarantee that they will be taken on**, as the appointment is subject to the **satisfactory completion of the file**. The following conditions are imperative:

- A) **Security clearance:** A valid security clearance must be received by the NSPA Office of Security before the candidate can be appointed. The necessary security vetting is carried out by the relevant national authorities at NSPA's request. Candidates will be sent a number of forms for completion once their selection is decided. Please be advised that this is not just a formality. The time required to obtain security clearance can vary **from several months to over a year** depending on factors beyond NSPA's control such as nationality, previous residences and employment history.
- B) **Category A position national endorsement:** NSPO, as well as NATO, is an International Organization composed of member states and their national authorities. In the case of a Category A position, NSPA requires candidates to obtain the support from their respective national authorities. This is done through the members of the Agency Supervisory Board (ASB) or the respective liaison officers. Once candidates are at this stage, the HR Division will provide necessary information. Please be advised that it is **the candidates' responsibility** to gain the support from their national authorities.
- C) **Medical file:** Another significant aspect of the process is the medical file. Prior to the signature of the contract, a medical check, undertaken by the NSPA Medical Service, is obligatory as the medical condition could be decisive upon final employment.

## 5) Status

There are 2 categories of status for the selected candidate:

- A) **Freelance:** Freelance staff members are those who come from the private sector or have resigned or retired from civil or military service. They have no ties with their national administration.
- B) **Secondment:** Seconded staff members are those who have been released for a limited time from their national administration, be it civilian or military, to take up employment with NATO. On completing their contract with NSPA, secondees can return to their original place of employment.

Any future queries concerning the processing of the candidate's application should be made to the Recruitment Service, which will closely monitor progress, and not to the programme or service where the candidate applied for the position.

For further information please contact: [recruitment@nspa.nato.int](mailto:recruitment@nspa.nato.int)

## What Does NSPA Offer?

This information is provided as a guideline and is not legally binding.

A three-year definite duration contract will be offered with the possibility of renewal. Within the contract period there is a six-month probationary period.

### Emoluments

Emoluments consist of a basic salary and potential allowances.

#### Basic Salary

Salaries are reviewed annually and effectively implemented on 1 January. The basic salary is exempt from taxation and is paid 12 months a year.

#### Allowances

In accordance with NATO Civilian Personnel Regulations, various allowances such as a family allowance, an installation allowance or an expatriation allowance may be granted (subject to verification of the staff member's personal file). Besides the basic salary and potential allowances other benefits may occur.

### Defined Contribution Pension Scheme (DCPS)

The NATO Defined Contribution Pension Scheme is funded by contributions made by the Organization and by the staff member. All members are mandatorily affiliated to NATO's pension scheme. The premium amounts to 8% of basic salary, with an option to contribute up to 5% more. In order to qualify for vested NATO retirement pension rights, all staff members must have completed six or more years of actual service.

### Medical/Life Insurance

All staff members are enrolled mandatorily in the basic medical and life insurance cover. NSPA pays two-thirds of the premium and a staff member pays one-third: comprehensive coverage is provided. Optional life and accident insurances may be obtained at a staff member's expense.

### Working Hours

The working hours at NSPA- Luxembourg are 40 hours per week, divided up into 4.5 days of work. It is also possible to opt for part-time work.

### Annual Leave

Staff members are entitled to paid annual leave at the rate of 2.5 working days for each month of service completed.

For further information please contact: [recruitment@nspa.nato.int](mailto:recruitment@nspa.nato.int)

## NSPA Salary Scale

Payscale effective since 1<sup>st</sup> January 2012

### LUXEMBOURG

Grade	Step 1
A-7	10.441,28
A-6	9.538,77
A-5	8.071,11
A-4	6.969,13
A-3	5.997,17
A-2	4.860,48
L-5	7.370,17
L-4	6.479,62
L-3	6.145,29
L-2	4.939,46
B-6	4.944,99
B-5	4.373,73
B-4	3.867,31
B-3	3.401,13
B-2	3.040,69
B-1	2.754,90
C-6	3.626,39
C-5	3.248,11
C-4	2.961,41
C-3	2.737,68
C-2	2.542,25
C-1	2.368,03

### ITALY

Grade	Step 1
A-7	11.167,56
A-6	10.200,68
A-5	8.631,30
A-4	7.453,41
A-3	6.413,26
A-2	5.198,05
B-6	4.673,57
B-5	4.043,90
B-4	3.545,88
B-3	3.164,55
B-2	2.840,92
B-1	2.589,88
C-6	3.331,45
C-5	3.063,48
C-4	2.841,59
C-3	2.636,67
C-2	2.456,86
C-1	2.280,47

## The NATO Defined Contribution Pension Scheme

If your appointment to NATO started on or after 1 July 2005 and you have no rights to a deferred pension in the Co-ordinated Pension Scheme (CPS), nor drawn a pension under the CPS, you are a member of the NATO Defined Contribution Pension Scheme (DCPS).

The NATO Defined Contribution Pension Scheme is fully capitalized, money - purchase pension scheme which is funded by contributions made by the Organization and by the staff member. The contributions together with interest on investment shall be used solely for the provision of retirement pensions and related benefits and fees.

In the NATO DCPS, contributions are paid into individual member accounts. The accounts are credited each month with member contributions (8% of basic salary) and with Employer's contributions (12% of basic salary). You have the possibility to make Additional Voluntary Contributions of up to max 5% of your basic salary.

NATO appointed Previnet spa as the pension scheme administrator. Previnet runs and maintains the DCPS web site which allows members to monitor their pension accounts and to request fund switches, on-line. Members can also find pension related information and fund performance data, frequently asked questions and useful links on the web site.

The contributions are invested in commercially managed funds (currently by BNY-Mellon Asset Management and PNB Paribas Investment Partners) in order to build up a capital which will enable NATO to buy a pension for you on retirement. In order to invest your contributions, you can choose to rely on the default investment proposed by the system, or you can make your own investment decisions. Contributions and holdings can be invested in one, or several funds within a fund range of 8 funds, comprising three cash funds, three bond funds and two equity funds. . Returns on the investments can be positive or negative, and your account in the Scheme is credited or debited accordingly. The rules of the Scheme, as approved by the nations, state that the Organization shall not be held responsible for any losses on investments incurred by movement in the investment markets.

Your final DCPS holdings will depend on the level of contributions paid, and on the return on investment achieved by the funds you chose to invest in. This means that the future return on your investments, and the future benefits to be paid, are NOT known in advance and there is no guarantee that, if the investment results are negative, you will recover the full level of your contributions. High investment performance would lead to larger holdings and consequently higher pension benefits while poor investment performance would result in payment of smaller pension benefits. NATO does not guarantee a certain pension level.

On retirement, the holdings saved on your account will be transferred to an annuity provider who will convert the capital into payment of monthly annuities at commercial rates Up to 25% of your holdings may be taken as a lump sum.

You may request a pension at any time from age 50. However, NATO will pay you your pension at age 65 if you have not asked for it earlier. If you leave NATO having contributed to the Scheme for less than 6 years, NATO will pay you your holdings as a tax-free cash lump sum when you leave. If you leave NATO having contributed to the Scheme for 6 years or more, you may leave the money in the Scheme and NATO will purchase a pension for you when the time comes, or you may transfer your holdings to another pension scheme (subject to conditions). Members of the DCPS are also covered for risks of death and invalidity in service.