Who can apply?

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

- They are nationals of a NSPO member country; the NSPO member countries are:
  
<table>
<thead>
<tr>
<th>Albania</th>
<th>Estonia</th>
<th>Latvia</th>
<th>Romania</th>
</tr>
</thead>
<tbody>
<tr>
<td>Belgium</td>
<td>France</td>
<td>Lithuania</td>
<td>Slovakia</td>
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<td>Bulgaria</td>
<td>Germany</td>
<td>Luxembourg</td>
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<td>Canada</td>
<td>Greece</td>
<td>Netherlands</td>
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<td>Croatia</td>
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<td>Czech Republic</td>
<td>Iceland</td>
<td>Poland</td>
<td>United Kingdom</td>
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<tr>
<td>Denmark</td>
<td>Italy</td>
<td>Portugal</td>
<td>United States</td>
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</tbody>
</table>

- 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.

**Note:** The above conditions on nationality, medical standards and security also apply to candidates who wish to be considered for consultant (non-established) positions.
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.

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). Each complete form must be sent as one separate document. The reference of the vacancy should be indicated in the "subject" field of the e-mail sent.

They may attach references to their application such as a résumé, a cover letter or supporting documents. A maximum of 3 attachments may be sent together with the 2 official forms.

All documents provided should be in English or in French, the two NATO official languages.

After the application closing date, applicants will no longer be able to add additional information to be reviewed as part of that application.

It is possible to apply for more than one vacancy at a time, but 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.

All applicants will receive an automatic acknowledgment of receipt. Only candidates invited for interview will receive further communication. No feedback is provided as to non-selection.

Moreover, please note that due to the broad interest in NSPA and the large number of potential candidates, telephone or e-mail enquiries cannot be dealt with.
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.

**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.

Note: The above deployment policy does not apply to consultants.

However, consultants may be hired in support of operations. In this case, the place of duty for the operational phase of their assignment will be specified in the contract together with other peculiarities whilst in theatre.

For further information please contact: hr.deployment@nspa.nato.int
Recruitment and Selection Process

1) Application

Once the application has been received by NSPA Human Resources Division, candidates will receive an automatic acknowledgement of receipt. Only candidates invited for interview will receive further communication.

Moreover, please note that due to the broad interest in NSPA and the large number of candidates, telephone or e-mail enquiries CANNOT be dealt with, and feedback as to non-selection CANNOT be provided.

**Reminder:** If the application file is incomplete, it will not be considered (see “How to apply?”).

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.

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.

This requirement is not applicable to consultant positions.
• 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.

This requirement is applied on a case-by-case basis for consultants, depending on the nature of their work.

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.
What Does NSPA Offer?

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

CONDITIONS APPLICABLE TO INTERNATIONAL STAFF:

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.
CONDITIONS APPLICABLE TO CONSULTANTS:

The duration of the contract is specified in the contract and may vary from a couple of days to one year. It may be “on-call” or full-time. Consultants’ contracts may be renewed, depending on the needs and funding availabilities.

Emoluments
Emoluments usually consist of a monthly fee, which is not exempt from taxation. This fee is all-inclusive (no allowances to be added).

Pension Scheme & Medical/Life Insurance
Consultants are not affiliated by the Agency to a Pension Scheme. Furthermore, it is their own responsibility to subscribe to a social/medical insurance.

Working Hours
When at NSPA-Luxembourg, consultants work in accordance with the NSPA standard working hours, i.e. 40 hours per week, divided up into 4.5 days of work.

Annual Leave
Leave entitlement, if any, is specified in the contract.
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<tr>
<th>NSPA Salary Scale for international Staff</th>
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<tr>
<td><strong>LUXEMBOURG (EUR)</strong></td>
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<tr>
<td>A-7 10 960.39</td>
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<td>A-6 10 013.01</td>
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<td>A-5 8 472.38</td>
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<td>A-4 7 315.62</td>
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<td>B-6 5 190.85</td>
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<td>B-5 4 591.17</td>
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<td>B-3 3 570.22</td>
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<td>B-2 3 191.87</td>
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<td>B-1 2 891.87</td>
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<td>C-6 3 806.69</td>
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<td>C-5 3 409.60</td>
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<td>C-4 3 108.65</td>
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<td>C-3 2 873.79</td>
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<tr>
<td>C-2 2 668.65</td>
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<td>C-1 2 485.77</td>
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B grades receive a special allowance equivalent to 75% of basic salary.
The NATO Defined Contribution Pension Scheme
applicable to NSPA international staff

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.

If you have less than 6 years of service when you are leaving:

If you leave NATO without having contributed to the scheme for 6 years or more, NATO will pay you your holdings as a cash lump sum when you leave. Alternatively NATO will transfer your holdings to another pension scheme if you request this before you leave NATO.

You also have the possibility to leave NATO and maintain your holdings invested in the DCPS.
If you have more than 6 years of services when you are leaving:

The normal retirement age is 65. Under current regulations NATO will pay your retirement benefits the month following the month in which you reach the age of 65. You can chose to request payment of your retirement benefits in form of annuities, or you can draw your holdings or part of them in cash. You can also ask to transfer your holdings to the next occupational pension scheme.

If you leave NATO before age 65, having contributed to the scheme for 6 years or more, you may transfer your holdings to another approved pension scheme.

If you do not want to draw your benefits at the moment you stop working for NATO, and if you do not transfer your holdings in the scheme to another scheme, NATO will maintain your holdings in your account in the DCPS until further notice from your side. Your holdings will remain invested, and you become a passive member of the scheme. You may switch funds if you wish but you will not be able to make any contributions. You will have access to details of your account on the scheme administrator’s website. Remember that in this case you must keep NATO informed of any change in your contact details.

Alternatively you may request your pension at any time after departure from NATO. However, you must bear in mind that the earlier you request your pension the less time your holdings will have had to accrue interest on the one hand, and the longer you will be deemed to draw your pension on the other. It is therefore likely that the sum in your account will be lower than at age 65 and that the annuity rate applied to that sum by the pension provider will be less advantageous in order to take account of the additional months’ payments which would normally be expected.

You have also the possibility to maintain your holdings invested beyond age 65, and draw your DCPS retirement benefits at a later point in time.

If your pension is due, either at age 65 or, at your request, before or after that age, you may elect to take your holdings, or part of them, as a lump sum. You should note that this is not compulsory and that withdrawal of any such lump sum will reduce the amount which is available for your pension accordingly.

If you request to have your retirement benefits paid in form of annuities, your annuities will be purchased from a commercial pension provider at commercial rates at the time your holdings are transferred to the annuity provider.