

Who can apply?

Applicants that want to apply for positions at NAMSA need to fulfil the following criteria:

- They are nationals of a NAMSO member country; the NAMSO 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 fulfil 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. NAMSA 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 NAMSA 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 page under Final Checks.

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

For further information please contact: hr@namsa.nato.int

How to apply?

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

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

Applicants are requested to forward their fully completed Application Form together with a Post Requirements Form **by e-mail** to the NAMSA Personnel Division (hr@namsa.nato.int). They may attach letters of reference 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.

Applicants that are unable to submit their application electronically may send a paper version to the following address:

NAMSA Personnel Division (AP)
11, rue de la Gare
L-8302 Capellen
G. D. of Luxembourg

or fax it to: +352-3063-4540

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 may only be sent to NAMSA for advertised vacancies.

If the applicants fail to comply with the instructions for filling in the Application Form and the Post Requirements Form, their applications will not be considered.

For further information please contact: hr@namsa.nato.int

Classes of Positions and Personnel at NAMSA

1. The established positions at NAMSA are for International Civilian Personnel

International Civilian Personnel is recruited from among the nationals of members of the Alliance filling international positions that appear on the approved establishment of a NATO body (e.g. NAMSA). Besides, NAMSA 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 here 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 NAMSA 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 NAMSA.

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 NAMSA are for the following categories of personnel:

2.1 Consultants

NAMSA 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 NAMSA.

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 NAMSA.

For further information please contact: hr@namsa.nato.int

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 NAMSOS state(s) operations endorsed by the Board of Directors (BOD) in conformity with the NAMSOS 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.

NAMSOS's Deployment Policy

The overriding principle of deployment policy is that participation of NAMSOS staff in support of missions outside the NATO area of responsibility, in support of NAC-approved operations or in support of operations conducted by NAMSOS member state(s) endorsed by the BOD (mainly Afghanistan), shall be on a voluntary basis. On average these deployments last between 3 and 6 months but they might be longer.

However, some NAMSOS positions have been created and funded by customers to cover missions requiring compulsory deployment. In these cases the contracts of such positions for deployable civilians shall 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 individual will be deployed 6 months out of every 18 months throughout the contract period.

Besides deployment, NATO civilian staff members should be aware that in some cases they may also have to travel to austere and risky locations for business.

For further information please contact: hr@namsos.nato.int

Recruitment and Selection Process

1) Application

Once the application has been received by NAMSA Personnel Division, candidates will receive the receipt of their application by e-mail. If a receipt has been not received within **10 days** after applying, please contact NAMSA at hr@namsa.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. The interview is conducted by a panel of four or five members from the Resources Directorate and the Personnel Division as well as representatives from the Programme or Division with the vacancy. 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. Tests are conducted at NAMSA's Capellen site in Luxembourg.

4) Final Checks

Candidates selected will receive a letter informing them that NAMSA 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 NAMSA Office of Security before the candidate can be appointed. The necessary security vetting is carried out by the relevant national authorities at NAMSA'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 NAMSA's control such as nationality, previous residences and employment history.
- B) **Category A position national endorsement:** NAMSO, as well as NATO, is an International Organization composed of member states and their national authorities. In the case of a Category A position, NAMSA requires candidates to obtain the support from their respective national authorities. This is done through the members of the Board of Directors (BOD) or the respective liaison officers. Once candidates are at this stage, the Personnel 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 NAMSA Medical Service, is obligatory as the medical condition could be decisive upon final employment. A pre-existing medical condition may in addition lead to certain exclusions from the medical insurance scheme.

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 NAMSA, 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: hr@namsa.nato.int

What does NAMSA offer?

(This information is provided as a guideline and is not legally binding)

A three-year definite duration contract may 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 2% more. In order to qualify for vested NATO retirement pension rights, all staff members must have completed five or more years of actual service.

Medical/Life Insurance

All staff members are enrolled mandatorily in the basic medical and life insurance cover. NAMSA 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 NAMSA 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.

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