



Information on Employment with the NATO Airlift Management Programme

General information

It remains NATO's firm aim to maintain a work environment that is free from discrimination or harassment and provides equality of opportunity regardless of sex, race or ethnic origin, religion, nationality, disability, age or sexual orientation. Without setting quotas NATO tries to ensure that its workforce reflects the diversity of cultures and backgrounds of the nations it serves as well as an appropriate gender balance. The objective is to be an organisation that flourishes in the natural diversity of its international employees.

Only nationals from the 28 member states can apply for vacancies at NATO. The member states are:

NATO member countries

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

The NATO Airlift Management Programme (NAMP) will give priority to candidates who are citizens of a NAMP member state. These states are indicated in blue. Additionally NAMP will accept applications from Finland and Sweden.

Interested candidates should must fill the NSPA applications form, the post requirements form specific to the position they are applying for and send it with a cover letter via email to:

Personnel & Administration
NATO Airlift Management Programme

E-mail: recruitment@nspa.nato.int

The email should quote the post number and title in the subject line. Only complete applications addressed by email will be considered. Please do not use application forms from other NATO bodies!

Please note that only applicants invited for interview will receive a response. Invitations will be sent out on short notice before the interviews. Candidates are therefore encouraged to provide a phone number where they can be reached at all times. Application deadlines and interview dates cannot be changed to accommodate individual requests.

After selection, a number of formalities have to be completed before employment (personal security check carried out by the national authorities of the nation of citizenship and in-depth medical check-up). This can be a lengthy procedure.

Any requests for information or applications for vacancies in other NATO bodies must be sent directly to them. Details can be found by consulting the NATO web site (link), which has links to the homepages of other NATO bodies.

1. Introduction

Most of the information provided hereunder has been extracted from the *Civilian Personnel Regulations*, commonly referred to as the CPRs or the Staff Rules, which govern matters affecting civilian staff administration and is approved by the North Atlantic Council.

The information should be considered as a guideline; in case of discrepancies with the CPRs it is the latter which are legally binding. It is correct at the date of publishing, and is subject to change at any time.

The NATO Airlift Management Programme is currently operating from three different locations:

Capellen, Luxembourg	NSPA Headquarters
Dayton, OH, United States of America	Technical Liaison Team
Pápa, Hungary	NAMP Headquarters, Main Operating Base Heavy Airlift Wing

The duty station of each post will be included in the post description. Interested candidates should therefore study the post description of the post they are applying for very carefully.

2. Recruitment formalities

Appointments are subject to administrative formalities. These include a security clearance and a medical screening (by the NSPA Medical Service) comprising of a medical questionnaire, medical analyses and x-rays and a medical examination at NSPA Headquarters in Capellen, Luxembourg.

Contracts

The contract will be offered in the name of the NATO Support Agency (NSPA). For the NAM Programme, NSPA currently offers 3 year definite duration contracts with the possibility of renewal. The first six months are considered as a probationary period.

3. Salaries and allowances

Basic salaries and allowances are net of income tax, in accordance with an international agreement, known as the Ottawa Agreement.

Staff members are recruited at pay step one of the grade in question. Previous assignments with NATO will be taken into account when establishing the pay step. Subject to satisfactory performance, higher steps are awarded in subsequent years. Annual adjustments are normally applied to all steps in respect of changes in salary purchasing power and the cost of living.

(i) Basic salary is the salary applicable to the grade of the post. It depends on the duty station of the post. The salary scales applicable in Luxembourg, Hungary and United States are available for consultation below, however it should be noted that the basic salaries are subject to various possible additions or deductions according to the situation of the staff member.

(ii) Allowances are paid under certain conditions (depending on the personal circumstances and family situation of the staff member) and on production of the relevant documents. They will be subject to deductions in cases where the staff member or his/her household is receiving allowances of the same nature. The various types of allowance are listed below.

Installation allowance

An installation allowance amounting to 30 days' basic salary is paid on arrival if the staff member's « established residence » is more than 100 km from the NAMP duty station, and if he/she takes up residence in the area of the duty station on joining NAMP.

A staff member entitled to the *household allowance* (see below), without dependent children or with only one dependent child, may apply for a second installation allowance which amounts to 15 days' basic salary on completion of his/her probationary period and providing his/her family has established residence with him/her. Under the same conditions a staff member with two or more dependent children is entitled to a second installation allowance amounting to 30 days' basic salary. Half of the total installation allowance received is reimbursable to the Organization should the staff member leave of his/her own accord within the first two years of the appointment.

Expatriation allowance

An expatriation allowance is paid to all staff members of grades A, L and B who, at the time of their appointment, are not nationals of the host country and who have not been continuously resident in the host country for at least one year. The rate is 14 % of the basic salary for staff members not entitled to the household allowance (see below) and 18% for staff members entitled to the household allowance and meeting certain other conditions.

After ten years' service in the host country the rates progressively decrease to 11% and 15% respectively, over a period of three years.

Family allowances

- *household allowance* amounting to 6% of basic salary, payable to married, widowed, divorced, or unmarried staff members with dependent children as well as to married but legally separated staff members with dependent children. Also, in certain cases, it is paid to married staff members without children, upon receipt of proof of spouse's earnings being below a certain ceiling ;
- *dependent child allowance* (approx. 250 € per month per child), subject to the age of the child and certain conditions;
- *other dependant's allowance*, subject to approval of appropriate justifications.
- *handicapped child allowance* .

Education allowance

An education allowance for each dependent child who is still studying and under 26 years of age, is normally paid to staff members entitled to the expatriation allowance. If the dependent child has performed compulsory military service, payment may be extended beyond age 26.

Rent allowance

Rent allowance (*under certain conditions*) for staff members in grades B and C, and A.1, A.2, L.1 and L.2.

(iii) A mandatory **deduction** of approximately **15%** is made for contributions to the NATO Pension Scheme and for private medical, dental and life insurance.

4. Life and medical insurance

Approximately 5 to 6% of staff members' gross emoluments are deducted at source for combined medical, invalidity and life insurance, which gives the following cover:

- a. reimbursement of approximately 90% of costs incurred for medical and dental treatment and glasses, within certain limits ;
- b. reimbursement of 100% of costs incurred for medical treatment which is a direct result of an accident on duty or occupational illnesses ;
- c. reimbursement of 100% costs incurred for medical treatment of serious illnesses with prior approval of Van Breda International (the present insurance brokers of the Organization) ;
- d. in the case of death, a lump sum, amounting to a minimum of one year 's emoluments ;
- e. other benefits, such as payment of salary during 24 months maximum in the case of long illness ;
- f. reimbursement as described in a. above for spouses and dependent children, under certain conditions (e.g. that these expenses are not already covered by another insurance)

Note: The group insurance policy is the subject of an annual contract which can be modified at any time. It is obligatory for all staff to contribute to the system, regardless of whether they already have health insurance coverage from another source.

5. Pension scheme

If you have not previously worked for NATO or one of the Co-ordinated Organisations ([1](#)), you will be a member of the Defined Contribution Pension Scheme (DCPS). The DCPS is a fully capitalized, money-purchase pension scheme.

NSPA will open an account for you in the Scheme. This account will be credited each month with cash contributions by you (8% of basic salary) and by NSPA (12%). You have the possibility to make Additional Voluntary Contributions of max 2%. The contributions paid into your account will be invested in order to build up a sum which will enable NATO to buy a pension for you on retirement.

You may request a pension at any time from age 50. However, NAMA 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, NSPA 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 5 years or more, you may leave the money in the Scheme and NSPA will purchase a pension for you when its 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.

6. Privileges and Immunities

Identity card (or Special Residence Permit)

Newcomers coming from non EU countries are not required to obtain a Visa as NATO employees have a special status covered by an international agreement called the Ottawa Agreement. NSPA has an office which deals specifically with issues concerning Privileges and Immunities. Through this office, newly recruited expatriates are able to obtain a Special Residence Permit for themselves and their dependants living under the same roof, provided by the Host Nation. US citizens must obtain a visa for Hungary. NSPA will provide you with the relevant documents.

7. Taking up duty

Travel and Removal Expenses

Staff members whose permanent residence at the time of their appointment is 100 kilometers or more from their NAMP duty station are reimbursed their travel and removal expenses when taking up their duties and on departure from NAMP. The travel expenses for the spouse and dependent children and removal expenses on joining NAMP can only be reimbursed after satisfactory completion of the probationary period. However, an advance against the payment of part of the removal expenses may be authorised. Those who leave within their first year are not entitled to the reimbursement of their travel expenses and removal expenses on departure.

8. Hours of work

Members of the International Staff have a 40-hour working week with flexible working hours from Monday to Thursday between 07.00 and 18.00, whereas on Friday the working day ends at 13 h00. Each day, the lunch-break is for a period of 1h. In certain cases, part-time work is also authorised (with the appropriate salary adjustments).

9. Leave

Annual leave amounts to 30 days per annum, i.e. 2.5 working days per month (over and above national holidays of the host nation and additional holidays granted by the General Manager at his discretion). After the probationary period, it is cumulative and may be taken in advance after approval.

Home leave is granted to staff members eligible for the expatriation allowance and who are not nationals of the host country. It amounts to 8 working days every 2 years of service, plus travel time based on the most rapid means of public transport. The member of staff eligible for home leave is entitled to reimbursement of travel expenses. Moreover, spouses and dependent children are also reimbursed home leave travel on condition that they take this leave at the same time as the staff member.

Annex I - Education allowance - summary of main provisions

Introduction

The education allowance reimburses 70% of admissible educational expenditure up to a ceiling of 2.5 or 3 times the annual amount of the dependent child allowance for the country in which the child is studying.

The basic ceiling is 2.5 times the child allowance. This ceiling is increased to 3 times the child allowance if the child is studying in the country of which you are a national.

Exceptionally, in cases of excessively high educational expenditure which is incurred for imperative educational reasons, reimbursement may be increased up to 90% of admissible educational expenses, and up to a ceiling of 6 times the annual amount of the dependent children allowance for the country in which the child is studying.

Increased reimbursement may also be made if fees for education are charged at the higher level to NATO staff, by virtue of their employment with the Organisation, than to residents of the country in question whatever the level of fees.

Intermediate ceilings apply to amounts claimed for board and lodgings - in other words, such expenditure is capped before the 70% or higher ceiling is applied.

Eligibility

With certain specific exceptions, payment of education allowance is restricted to staff who are entitled to the expatriation allowance and who receive dependent child allowance for the child in question. The child must be aged under 26 and, if above the age of 18, must be in full-time education.

Entitlement to the allowance begins when the child commences the mandatory primary school cycle in the country of education, and ends when the child ceases full-time studies, or at the end of the month in which payment of the dependent child allowance ceases, whichever is sooner.

Payment of the dependent child allowance, and hence of the education allowance, may be extended beyond the age of 26 if the child has performed compulsory military service.

It is important to note that the children's expatriation allowance is discontinued when a claim for education allowance is submitted. It is therefore not worth claiming the education allowance unless the reimbursement will exceed the amount that would be received under children's expatriation allowance.

Items covered by the allowance

Depending on the specific circumstances of their child's education, and subject to the provision of the necessary evidence of expenditure and the application of specific ceilings, staff may be able to claim for some or all of the following items:

- Registration fees
- Tuition fees
- Examination fees
- Private lessons
- Daily transport
- Accommodation and/or meals
- Compulsory expenses for books, equipment and uniform.

Any financial contribution (e.g. scholarships, grants, remuneration from an apprenticeship or vocational training) received from any source towards the child's education is deducted from the allowance received.

If the child is being educated more than 300 km away from the duty station NATO will in principle pay one round trip per year between the school or college and the duty station. However reimbursement for this journey and for home leave travel cannot be claimed for the child during the same year.

The amount of reimbursement is limited to the amount which would have been paid for a round trip from the duty station to your home leave address.

In addition, if the child is below the age of 18, NATO will reimburse 70% of the cost of two further round trips between the child's school or college and Brussels, subject to a ceiling of 70% of the equivalent round trip between Brussels and the approved home leave address.

Annex II - Removals – useful information

1. Transportation is to be by land or sea, as applicable, and by the most economic means
2. Payment of expenses incurred in removal of household goods and personal effects will be made according to weight or volume within the following maximum limits (including packing):

	With dependants		Without dependants	
	Kg	m3	Kg	m3
Unclassified	7,000	66	5,000	47
Categories A, B, C and L	6,000	57	4,000	38

To these figures shall be added 500 kg or 5 m3 per child or recognised dependant residing in the household.

Members of the staff shall submit at least two estimates from different firms, together with an inventory, covering the packing, unpacking and direct transport of their household effects. The Organization may obtain additional estimates to ensure application of paragraphs 1 and 2 above. Payment will be made only within the approved estimates set by the Organization.

3. The Organization will pay, according to the provisions of paragraph 1 above, for two consignments of household effects to the place of employment and for two consignments from the place of employment provided that the total weight and volume transported do not exceed the maximum limits set out in paragraph 2 above. The entitlement to removal shall normally lapse if not claimed within three years of joining or within two years of leaving the Organization. Warehousing or other storage costs, other than those directly incidental to normal transportation expenses, shall not be admitted.
4. The Organization will not pay for the removal of motor vehicles, boats, trailers or animals.
5. Members of the staff shall not be entitled to the payment of their removal expenses if the expenses are reimbursable by a government or other authority.

Annex III - Salary scales (2012)

- ***The NATO salary is net of income tax.***
- ***It should be noted that the basic salaries are subject to various possible additions or deductions according to the situation of the staff member (family status, place of residence at time of appointment, etc.).***
- ***For Hungary an allowance of 75% basic salary is granted to B-Grades as an interim adjustment while salaries are being reviewed by the CCR. The allowance is used for the calculation of all other allowances as well as the social insurance and pension contribution. It is currently granted until 31/12/2012.***
- ***Salaries are paid at the end of each month in the currency of the duty station.***
- ***Candidates will receive a personalized salary simulation when invited for interview***

Grade	Luxembourg (Euro)	Hungary (HUF) incl. 75% allowance	United States (\$)
A 7	10,441.28	2,518,238	13,112.63
A 6	9,538.77	2,300,446	11,980.92
A 5	8,071.11	1,946,465	10,138.70
A 4	6,969.13	1,680,825	8,751.48
A 3	5,997.17	1,446,312	7,535.76
A 2	4,860.48	1,172,177	6,104.23
A 1	3,803.39	917,381	4,778.84
B 6	4,944.99	746,093	6,040.04
B 5	4,373.73	678,242	5,216.36
B 4	3,867.31	579,740	4,505.83
B 3	3,401.13	495,462	3,819.80
B 2	3,040.69	430,787	3,290.12
B 1	2,754.90	374,700	2,854.94