



**NATO SUPPORT AND PROCUREMENT ORGANISATION  
ORGANISATION OTAN DE SOUTIEN ET D'ACQUISITION**



**WOLFGANG GÄBELEIN**

CHAIRPERSON NSPO AGENCY SUPERVISORY BOARD

PRÉSIDENT DU COMITÉ DE SURVEILLANCE D'AGENCE DE LA NSPO

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8 September 2020

**DOCUMENT**  
CH/2020/0013

TO : NSPO ASB REPRESENTATIVES

COPY : HEAD OF TALENT MANAGEMENT AND HR INTEGRATION – EM (TMHI)

SUBJECT : PUBLICATION OF THE VACANCY NOTICE FOR THE NSPA GENERAL MANAGER POSITION (G-1)

REFERENCES : A. [AC/338-R\(2020\)0017-REV1](#), item 18  
B. [AC/338-D\(2020\)0052-REV1](#), 25 June 2020  
C. [NSPO Functional Directive No. 2002](#) (NSPO ASB Rules of Procedure), Annex 3 (Procedure for the selection of the NSPA General Manager), 10 August 2020

1. At Reference A, the NSPO ASB approved the revised Position Description G-1, NSPA General Manager, which was subsequently published at Reference B.

2. In accordance with Reference C, I am writing to advise the ASB Representatives that the Vacancy Notice for the subject post has been published on the NATO website (<https://www.nato.int/cps/en/natohq/recruit-wide.htm>) where it is further listed under 200627.

3. Given the importance of this position within the Alliance, ASB Representatives are invited to inform suitable candidates of this Vacancy Notice, which closes on 1 November 2020.

4. Applicants will be asked to complete the standard on-line application form, which is retrievable on the above link. They will be required to answer a set of pre-screening questions first, and then enter their biographical data on the form. Additionally, they will also be requested to summarize their views on how they would address each of the four key challenges for this position as listed in section 7 of the Vacancy Notice. Attachments, such as a Curriculum Vitae or letter of motivation, may be uploaded but are not mandatory.

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5. Please note that the successful candidate will be employed for an initial period of three years. There may be the possibility of a one or two year extension thereafter if agreed by the ASB. Also, the selected candidate will be expected to deploy on a case-by-case basis to specified areas in support of NAC-approved operations requiring civilian support.
6. Dates for Assessment Centre screening, written tests, language tests and interview for shortlisted candidates are scheduled for mid-April 2021 at NATO Headquarters in Brussels. The position will be vacant from 1 September 2021.
7. If you have any questions or require further information, please contact the NSPO Chairperson's Office & Secretariat by email ([nspo.secretariat@nspa.nato.int](mailto:nspo.secretariat@nspa.nato.int)) or phone (+352-3063-6599).

A handwritten signature in blue ink, appearing to read 'W. Gabelein', with a stylized flourish at the end.

Wolfgang GABELEIN  
Chairperson, NSPO ASB

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