

STATO MAGGIORE DELLA DIFESA

I Reparto Personale

Allegati: //.
Annessi: 1 (uno).

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OGGETTO: Ricerca di personale per una posizione a “*status* internazionale” presso la NATO *Support and Procurement Agency*, sede CAPELLEN (LUX).

A	DIPARTIMENTO IMPIEGO DEL PERSONALE DELL'ESERCITO	<u>SEDE</u>
	DIREZIONE PER L'IMPIEGO DEL PERSONALE MILITARE DELLA MARINA	<u>ROMA</u>
	DIREZIONE PER L'IMPIEGO DEL PERSONALE MILITARE DELL'AERONAUTICA	<u>ROMA</u>
e, per conoscenza,		
	MINISTERO DELLA DIFESA Gabinetto del Ministro	<u>ROMA</u>
	RAPPRESENTANZA MILITARE ITALIANA PRESSO L'ORGANIZZAZIONE DI SUPPORTO ED APPROVVIGIONAMENTO NATO	<u>SEDE</u>

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Rif. f. prot. n. M_D A0D32CC 0104289 in data 3 agosto 2026 di ITALNSPO (non a tutti).

Seg. f. prot. n. M_D A0D32CC 0013048 in data 29 gennaio 2026.

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1. La NATO *Support and Procurement Agency* (NSPA) ha indetto la ricerca di personale¹ per la posizione n. GJ-1 di “*Principal Legal Advisor, Head of Office*” (grado A5, Col. / C.V.) presso la medesima Agenzia nella sede di CAPELLEN (LUX).
2. La durata del mandato è presumibilmente di 3 anni, con inquadramento giuridico-amministrativo ai sensi della legge n. 1114/1962 e oneri a carico di NSPA².
3. Le procedure concorsuali stabilite dalla NSPA prevedono la compilazione dell'*Application Form* e dei documenti accessori esclusivamente *online*, attraverso il sito *web* della stessa Agenzia³. Pertanto, codesti Organi di Impiego potranno autorizzare a finalizzare il processo di *Application online*, entro la data prevista⁴, esclusivamente il personale formalmente candidato da questo Stato Maggiore, significando che le proposizioni dovranno pervenire, per il solo tramite degli Organi d'Impiego di Forza Armata, entro il 25 agosto 2026, corredate della scheda biografica Mod. 1/A.
4. Nell'inviare la *job description* della posizione, si raccomanda il rispetto delle procedure e delle scadenze stabilite e si evidenzia la necessità che il personale segnalato, oltre a un profilo professionale aderente a quello richiesto dalla NSPA, sia in possesso di tutti i requisiti di base per l'impiego all'estero, con particolare riferimento a un adeguato livello di conoscenza della lingua inglese.

p. IL CAPO REPARTO
Gen.D. Mario CIORRA *a.p.s.*
IL VICE CAPO REPARTO
CA Pasquale ESPOSITO

¹ Reperibile sul sito *web* della Difesa <https://www.difesa.it/smd/staff/reparti/i-reparto/impiego-del-personale/impiego-in-ambito-internazionale/ricerche-di-personale-per-posizioni-non-quota-e-status-internazionale/35926.html>.

² Il periodo in cui saranno sostenute le interviste di selezione non è ancora noto, così come l'esatta decorrenza del mandato.

³ <https://nspa-nato.career.emply.com/vacancies>.

⁴ Ovvero l'8 settembre 2026.



NSPA HEADQUARTERS, General Manager's Office, NSPO/NSPA Office of the Legal Advisor

Principal Legal Advisor, Head of Office

Grade: 22:A5

Post Type:

Definite Tenure
(up to a maximum of 9 years)

Post No.: GJ-1

Original:	English		Clearance:	NATO SECRET
Date validated:	17 June 2026		Duty Location:	Capellen, LUX
Validated by:	S. A. Cummings		Job Code:	A72

SUMMARY

The Principal Legal Advisor, Head of Office, as part of the NATO Support and Procurement Organisation's (NSPO) Executive Agency, NATO Procurement and Support Agency (NSPA), falls under the sole responsibility of the General Manager. The incumbent shall provide leadership in managing all aspects of NSPO's and NSPA's legal issues, to include Ethics and Integrity, and serve as an authoritative advisor on all such matters to the Agency Supervisory Board (ASB) and to the General Manager.

The incumbent shall develop, promote and implement a coherent Agency-wide legal strategy and policies, as well as a coherent Agency-wide Ethics and Integrity programme that prioritizes education and prevention. In particular, the incumbent shall ensure the integration of the legal function, to include Ethics and Integrity, in all aspects of the Agency's strategic, policy, programmatic and operational activities and ensure the consistent interpretation and application of the Agency's regulatory framework and international law throughout the Agency.

The incumbent shall provide an authoritative interpretation of the Charter of NSPO and all relevant NATO regulations and policies while leading the programme of work and management of the Office, providing strategic and technical leadership for the Agency's lawyers, with a view to ensuring legally sound, timely, easily applied, politically sensitive and consistent advice. More precisely, the incumbent is responsible for performing the following functions:

RESPONSIBILITIES

General Responsibilities

- Providing legal advice and studies of a legal nature to NSPA, the ASB Chairperson and the ASB Independent Secretariat. Members of the ASB may also consult with the NSPO/NSPA Senior Legal Advisor for advice when required.
- Leading the Agency-wide Ethics and Integrity programme. Such programme will include a strategy consistent with NSPA Strategic Framework, policy, education, prevention and enforcement activities.
- Acting as the General Manager's principal advisor for all matters pertaining to Ethics and Integrity.
- Assisting or representing the General Manager in negotiations pertaining to agreements or arrangements with NATO HQ, other NATO bodies, NSPO member states, NATO Partner nations and International Organisations.
- Assisting or representing the General Manager in negotiations pertaining to private/commercial contracts with NSPA commercial suppliers.
- Supporting the Chief Procurement Officer and Program Managers in acquisition and procurement legal advice, to include: general policy, regulations, terms and conditions, and specific contract negotiation.
- Assisting or representing the General Manager in disputes, litigation, arbitration or legal proceedings to which the Agency is party (e.g. disputes with governments, suppliers or customers).

- Representing the General Manager at the NATO Administrative Tribunal and assisting in the preparation of the relevant files.
- Attending meetings of the ASB and of its Sub-Committees, and, if required, Partnership Committees and Programme Boards (PBs), at their discretion as regards restricted sessions.
- Taking part as a legal expert in Conferences, Panels, Committees or Working Groups (WGs), upon specific request from the General Manager.
- Liaising with the NATO Legal Advisors Community
- Acting as a proactive member of the NSPA Executive Management Board (EMB), leading on legal issues, and contributing to the strategic and corporate management of the Agency.
- Providing functional and operational management to the personnel assigned to the Office
- Ensuring an open, transparent and effective personnel management based on the Agency's performance management regulations and principles.
- In accordance with NATO policy, conducting duty travel, as required in support of approved operations and missions, on a case-by-case basis, by traveling to associated theatre/mission locations, especially where NSPA personnel are/will be serving.
- Performing other related functions as required in peacetime and any other appropriate functions assigned in times of crisis or war.
- In the event of crisis or war the incumbent will, subject to the agreement of their national authorities, remain in the service of the Agency.

Specific Responsibilities

- Leading and directing the NSPO/NSPA Legal Advisor Office and its staff in developing and providing legal advice and support; drafting, preparing and reviewing texts with legal implications; representing the Organisation and the Agency as appropriate and defending the same in litigation.
- Acting as principal representative for contacts with the Host Nation (HN) authorities in the Grand Duchy; ensuring liaison with the Grand-Ducal Court, with Luxembourg Governmental Departments and with the Luxembourg Delegation to NATO.
- Developing and implementing policies and associated materials related to ethics, compliance, transparency and other related issues.
- Providing advice and assistance in resolving problems relative to local administrative or commercial organisations.
- Providing a safe working environment for all staff in their area of responsibility by assuming Occupational Health and Safety (OH&S) responsibilities according to NSPA prescriptive documents while taking necessary steps for implementing and checking appropriate standards and enabling training to take place for OH&S coordinators, assessing and managing OH&S risks within their area of control and ensuring necessary coordination with the NSPA OH&S officer.
- Ensuring the implementation of the internal control and risk management processes and managing the risks raised in their area of responsibility in compliance with NSPA prescriptive documents on Internal Control and Risk Management.

QUALIFICATIONS

General Qualifications

- Master's level qualification in law, and certified training for the legal profession.
- Minimum ten years' legal experience in government or international intergovernmental organisations.
- Demonstrated ability and experience in creating and developing diverse, inclusive and high performing teams through the application of inclusive leadership principles and practice.
- Very good knowledge of law and legal procedures pertaining to International Organisations.
- Experience in managing a legal office or legal functions.

- Experience in commercial and international disputes litigation.
- Ability to multi-task, manage time and work effectively under pressure while producing high-quality products under short-notice deadlines.
- Ability to develop resourceful and effective solutions to problems (including personnel), focus on team performance goals and track metrics to measure performance improvements.
- Sound digital literacy with experience in using office automation systems and software applications, e.g. Microsoft Office Suite (Word, Excel, and PowerPoint).

Specific Qualifications

- The incumbent must hold a Bar membership authorizing them to practice law in a national jurisdiction within a NATO member country.

LANGUAGE QUALIFICATIONS

- NATO's official languages are English and French. The work of this post requires fluency in English, while working knowledge of French is desirable.

DESIRABLE QUALIFICATIONS

- Knowledge of NATO structure, practices and procedures.

PERSONAL CHARACTERISTICS

- Displays emotional intelligence and self-control. Holds the capacity to remain calm in the face of adversity/conflict; identifies and works to remedy collaborative concerns in accordance with procedural guidelines.
- All NSPA personnel are expected to conduct themselves in accordance with the current NATO Code of Conduct agreed by the North Atlantic Council (NAC), and thus display the core values of integrity, impartiality, loyalty, accountability, and professionalism.

ADDITIONAL INFORMATION

- Travel to or work in locations outside of NATO area by seconded staff will be in accordance with national policy.