

EE-10 (POOL): Translator (ENG<-->FRE)

Post N° EE-10 POOL/ Ref. No 2026_00159

JOB DESCRIPTION - please click [here](#)

- University degree in translation, interpretation, modern languages or in another relevant subject, or relevant professional experience.
- Thorough experience (five to seven years) in translation and in editing of documents, in both NATO's official languages (English and French).
- Very good communication skills (written, oral and presentation).
- Very good inter-personal skills.
- Tact and diplomacy.
- Ability to work under pressure with minimum or no supervision.
- Very good knowledge at end-user level of translation memory-based systems, text alignment tools and terminology databases.
- Sound digital literacy with experience in using office automation systems and software applications, e.g. Microsoft Office Suite (Word, Excel, and PowerPoint)
- NATO's official languages are English and French. Both languages are important in the work of this post, therefore fluency in both languages is essential.
- One of the two NATO official languages as mother tongue and thorough knowledge of the other.

WHAT DO WE OFFER?

- Multicultural environment
- Initial three year contract with competitive monthly tax-free salary (subject to Article 19 of the Ottawa agreement on exemption of Taxation)
- Additional benefits for expatriate staff including expatriation and education allowances (where applicable) and additional home leave
- Excellent health coverage
- Great work/life balance
- Generous annual leave of 6 weeks plus official holidays
- Pension Scheme

POST DETAILS

- Basic monthly salary: EUR 9 967.40, tax free - before insurance and pension contributions.
- This post will become vacant.

HOW TO APPLY?

All candidates (internal and external) should refer to the [FAQs](#) before applying.

NSPA internal candidates must submit additionally their latest completed **performance report**.

NSPA staff members of the same grade can submit a transfer request till 23 March 2026.

Applications sent via e-mail will be automatically rejected.

All application deadlines are based on the Central European Time (CET) zone.

IMPORTANT NOTES

Qualified redundant NATO civilian candidates of the same grade will be considered in

Position Number:
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Ref. No.:
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Position category:
Linguistics

Minimum educational level:
University degree (Bachelor) or equivalent

Grade:
NATO grade 18:L3

Duty Location::
Luxembourg - Capellen

Who can apply?:
NATO Civilian Staff and external candidates who are nationals of a NATO member country are invited to apply.

Application Deadline:
06 April 2026

Type of project:
Current publication

Vacancy status:
Receiving applications until deadline

priority.

Interviews are expected to be held approximately six weeks after the application closing date. The Talent Acquisition and Development Office shall let you know in due course the outcome of the screening process.

Moreover, due to the broad interest in NSPA and the large number of potential candidates, telephone or email enquiries cannot be dealt with.

The Agency would appreciate it if addressee countries could provide their support by submitting candidates whose security clearance can be effected (or confirmed) rapidly and who could report for duty as soon as possible after selection.

NSPA as an employer values diverse backgrounds and perspectives and is committed to recruiting and retaining a diverse and talented workforce. NSPA welcomes applications of nationals from all Member States and strongly encourages women to apply.

EMPLOYMENT STATUS REQUIREMENT FOR CURRENT MILITARY OR ADMINISTRATION POST HOLDERS:

Please note that if you currently hold a military or administration post, you will be required to decide, in accordance with your national authorities' regulations, whether to retire or resign from your post, or apply for special leave from your national authorities. If you are invited to a preliminary interview, you will be asked to indicate your preference at that time as well.

IMPORTANT NOTE:

Your application should be submitted in one go and you **will not** be able to modify your data once submitted.