



## JWC VACANCY NOTICE 170274

Applications are now invited for the post of Section Head (Host Nation Coordination), NATO grade A-2, at the Joint Warfare Centre (JWC) located in Stavanger, Norway. The selection for this post will be undertaken at the earliest possible opportunity.

Applications must be made online: <https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en>

Closing Date for applications: 31 July 2017

Location: Stavanger, Norway

- **Notes for candidates:** the candidature of NATO redundant staff at grade A-2 will be considered before any other candidates.
- **Notes for NATO Civilian Human Resources Managers:** if you have qualified redundant staff at grade A-2, please advise Civilian HR no later than the closing date.

**Contract:** The successful applicant will be offered a three year definite duration employment contract after which a further contract may be offered. Serving staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

**Salary:** Starting basic salary (effective 1 January 2017) is NOK 65,619.00 per month (tax-free). Additional allowances may apply depending on the personal circumstances of the successful candidate. For further details see [NATO Terms & Conditions](#).

For any queries, please contact the Joint Warfare Centre Recruitment Team at [civ.recruitment@jwc.nato.int](mailto:civ.recruitment@jwc.nato.int)

**It should be noted that the JWC is currently trialling a new organisational structure and as a result the actual reporting lines may vary from those stated in the official job description. Within the trial structure this position is called: Section Head (Community Services).**

## **Summary of duties and required qualifications for the post of Section Head (Host Nation Coordination)**

PE Post Number: TWC SSD 0010  
Rank/Grade: A-2  
Branch: Base Support Branch  
Duty Location: Stavanger (NOR)  
Reports to: Branch Head (Base Support)

JWC plans, conducts and executes operational training, supports doctrine development, coordinates integration of experimentation and capability development focused at the operational level. The Exercise & Base Services Division (EBSD) is responsible to provide all non-administrative services required for the safe effective and efficient operation of the JWC both in barracks and at the JWC Training Centre, where administrative services are provided also. Base Support Branch is responsible for the implementation of security policies and procedures within the JWC. Community Support Section is responsible to establish, monitor and control all welfare facilities for the JWC community, including operation of the JWC tax-free shop, the Library, the community club and International Welfare Fund (IWF). The incumbent is responsible for the interpretation, provision and delivery of international privileges to entitled personnel. This includes supervision of the Host Nation Support Cell and developing, maintaining, and operating JWC Welfare Programs.

### **PRIMARY DUTIES OR RESPONSIBILITIES**

The Section Head (Host Nation Coordination) primary duties are:

1. Responsible for the overall coordination of morale and welfare provision. Provides local policy implementation and management function related to host nation support to ensure that service provision continues to fulfil current needs.
2. Provides assistance for the in- and out-processing of supported personnel to/from the Joint Warfare Centre. This includes but is not limited to, the provision of customs clearances for personal household effects and vehicles and provision of Norwegian personal numbers.
3. Responsible for the interpretation and provision of international privileges in accordance with host nation agreements and the NATO SOFA and Supplementary Agreement.
4. Primary JWC point of contact to local host nation authorities implementation measures of host nation agreements.
5. Liaises with appropriate Host Nation authorities, particularly in respect to customs and taxation exemptions.
6. Monitors and controls distribution and sale of restricted goods such as wine, spirits and cigarettes to entitled personnel and reports consumption of same IAW host nation law and SOFA to MOD Norway.
7. Administers the Host Nation Support Cell and maintains close working relationships with local associations and organizations to benefit the JWC Community.

8. Maintains and publicizes a robust Community Support welfare program to include a Family Support program and other community events which enhance NATO employees morale and familiarity with the host nation within the funding limits of the NATO IWF.
9. Effects liaison with the local national support elements to benefit from the synergy of complimentary community support programs/events.
10. Primary liaison with host nation to ensure adequate provision of physical fitness facilities, either on-site or in the local community.
11. On behalf of the Commander, implement, manage and oversee measures to indemnify and guard against any financial or legal obligations or risks that may arise from the operation of MWA or NAF entities or activities.
12. Oversees all NAF concessions and evaluates proposals for new entities.
13. In coordination with HRM, hires and administers all MWA employees.
14. Responsible for the IWF bank and deposit accounts and all financial aspects of Community Services, including payments, receipts and full financial reporting.  
Holds delegated Financial Controller authority within JWC Non Public Funds for the funding of assigned functional area activities and tasks.

Authorised to make decisions within assigned functional area. Such decisions should be also coordinated within the HQ and with the same functional area in lateral, subordinate and superior HQs. Such decisions will affect the commitment of the command within NATO to a course of action. Authority to task and intervene to adjust the day to day work priorities of the assigned functional area staff.

### **ADDITIONAL DUTIES OR RESPONSIBILITIES**

The employee may be required to perform a similar range of duties elsewhere within the organisation at the same grade without there being any change to the contract.

1. Acts as Secretary of the JWC Community Council.
2. Gives advice on entitled personnel's tax and duty free privileges in accordance with SOFA and Supplementary Agreement.
3. Effects day-to-day liaison with approved JWC Sports Clubs, Social Organisations, and their POC's.
4. Attends all JWC Community events organized by the Section to ensure that attendees are checked in and out and that suppliers meet contractual arrangements. These are mostly at weekends.
5. Is the MRAH Account Holder and IWF Non-Appropriated Fund Inventory Holder.
6. Regularly attend training courses/seminars to maintain functional and professional competence in the field of international privileges and welfare activities.
7. Flexibility Clause: In order for the command to deal with emergent requirements the incumbent may be required to perform other related duties as directed (in particular, the incumbent can expect to work as a member of Working Groups, Project Teams, etc. for defined periods of time). Additionally, the incumbent may also be reassigned as directed by the Chief of Staff for up to 180 days (and where necessary in excess of 180 days with the agreement of the incumbent).
8. Annual TDY Requirement: The incumbent is not expected to go on TDY.

The work is normally performed in a typical Office environment. Normal Working Conditions apply. The risk of injury is categorised as: No Risk

### **QUALIFICATIONS**

#### **Professional/Experience**

A minimum of 2 years middle management/supervisory experience in a logistics, administrative or financial role.

A minimum of 2 years experience of operations management a multi-national customer service organization.

A minimum of 2 years experience in events management including working with supporting external organisations, civilian companies and associations.

A minimum of 2 years of finance related experience to include preparing budgets, providing financial reports and use of automated financial systems.

Working knowledge of all modern office software and equipment.

#### **Education/Training**

University Degree and 2 years function related experience, or a Higher Secondary education and completed advanced vocational training leading to a professional qualification or professional accreditation with 4 years post related experience.

**Security Clearance:** NATO SECRET

**Language:** English SLP 3333 (Listening, Speaking, Reading and Writing)

NOTE: The work both oral and written in this post and in this Headquarters as a whole is conducted mainly in English

### **DESIRABLE QUALIFICATIONS**

#### **Professional/Experience**

Specialisations: -

Trained in financial management, business planning or accounting.

Specific Experience: -

- Experience interpreting and administering international privileges.
- Knowledge of NATO non-appropriated financial regulations and accounting practices.
- Experience with in computerised/manual non-public accounting systems.
- Familiarity with Host Nation customs laws.
- Experience in working in an international environment, preferably NATO.
- Experience in marketing or promotion of events.

## **Education/Training**

The university degree or vocational training should be in business administration, recreation management or similar field.

**Language** Norwegian SLP 2222 (Listening, Speaking, Reading and Writing)

## **Courses**

LSR-LC-3030 RESOURCE MANAGEMENT EDUCATION PROGRAMME (RMEP) COURSE (NU) - NATO School Oberammergau (DEU)

ETE-ET-1032 NATO STAFF OFFICER ORIENTATION COURSE (NU) - NATO School Oberammergau (DEU)

## **CIVILIAN POSTS**

### **Personal Attributes/Competencies**

Very good interpersonal and communications skills with a focus on customer service. Applies knowledge to ensure smooth operations of everyday functions, to identify, evaluate, and initiate the resolution of problems and to ensure compliance with prevailing procedures and regulations. Creativity in thinking and delivery of community events in the light of constrained resources is essential. A methodical approach and attention to detail are important attributes to ensure a high level of accuracy is maintained on tasks, which may have legal and/or financial consequences. Must be in good health, flexible and able to work under pressure. Incumbent will be required to translate complex guidance in the determination and delivery of entitlements. A firm, but friendly manner is essential when dealing with personnel.

Regularly deals with Branch Head (Base Support), Division Head and Command Group in an advisory capacity. Liaises with other branch chiefs in the provision of information and delivery of community events. Will deal with JWC military and civilian staff, ranging from senior officers to junior staff. Maintains working-level contacts with host nation customs and housing authorities. Exchanges information regularly with BUDFIN staff on matters concerning MVAs claims. Will regularly liaise with LEGAD staff to ensure compliance with host nation laws in the delivery of functions. Will liaise regularly with national support element commanding officers on the provision of privileges and community events. Will regularly liaise with a variety of host nation authorities in regard to the delivery of international privileges.

Provides essential oversight of all international privileges administration and oversight of Community Support welfare events and provisions. Monitors the NATO International Welfare fund creation and expenditure and ensures fiscal compliance with applicable directives and guidance. Has a major impact on the availability, and efficient utilisation of NATO personnel through smooth and efficient in-processing procedures. Interprets policy guidance and gives advice on the full range of international privileges issues. Implements key components of change management in relation to staff processes. Acts as focal point for international privilege issues and provides, as appropriate, briefings to staff and management on welfare activities.

### **Managerial Responsibilities**

Directs and supervises the work priorities of a major unit in the HQ, providing professional guidance and instruction to the staff of the organisational element. Provides general guidance

and advice within the assigned sub-functional area. Dependent on requirements may be required to direct and supervise the work priorities of an adhoc or permanent team within the functional area.

There are first line reporting responsibilities for the following numbers of staff: 1 x UNGR; 1 x B-4

**Work Environment**

The work is normally performed in a typical Office environment. Normal Working Conditions apply. The risk of injury is categorised as: No Risk