



HQ SACT VACANCY NOTICE 170239

Applications are now invited for the post of Staff Assistant (Custodian), NATO Grade B-4 on the staff of the Supreme Headquarters Allied Commander Transformation (SACT), a NATO Strategic Command in Norfolk, Virginia, USA. The vacancy date of this post is 1 October 2017

Applications must be made on line:

<https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en>

Closing date for applications: 4 Jun 2017

Location: Norfolk, Virginia, USA

- **Notes for candidates:** the candidature of NATO redundant staff at grade B-5 will be considered before any other candidates.
- **Notes for NATO Civilian Human Resources Managers:** If you have qualified redundant staff at grade B-4, please advise the HQ SACT Civilian HR Manager no later than the closing date.

Contract: Serving NATO International Civilian staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations. Newly recruited staff will be offered a three year definite duration contract.

Salary: Starting basic salary (effective 1 January 2017) is USD4,857.41 per month to which relevant allowances will be added.

For any queries, please contact the HQ SACT Recruitment Team at civilianpersonnel@act.nato.int

Staff Assistant (Custodian)

Grade: B-4

Branch: BUDFIN

Duty Location: Norfolk, Virginia, USA

Reports to Staff Officer (Contracting)

POST CONTEXT

Chief of Staff (COS) is responsible to SACT and DSACT for the staff activity necessary to Transform NATO. - The Budget and Finance (BUDFIN) Branch is the executive agent for ACT in all matters of budget and finance policy and execution. Responsible for the management and accountability of the HQ SACT and Headquarters' fixed assets, including plant property, capitol items and consumable supplies in accordance with International Public Accounting Standards, SACT Financial Manual and NATO Financial

PRINCIPAL DUTIES

The incumbent's duties are:

- Responsible for the management and accountability of the HQ SACT and Headquarters' fixed assets, including plant property, capitol items and consumable supplies in accordance with International Public Accounting Standards, SACT FINANCIAL MANUAL and NATO Financial Regulations.
- Provides Property, Plant, and Equipment (PPE) amortization schedule to Chief Accountant via Contracting Officer (HQ SACT General Support) in accordance with IPSAS 17 and SACT policy.
- Serves as Technical Advisor on SACT survey Boards. Provides guidance to Reports of Survey Officers. Assists the Contracting Officer (HQ SACT General Support) in developing/updating Report of Survey SOP and other supporting policy documents.
- Coordinates actions with Purchasing and Contracting Section. Initiates changes to Property accounts recorded on the Headquarters Memorandum of Receipt and Accounts Control System (MRCS) as directed by the PAO.
- Creates accountable records for capitol items using HQ SACT IT/IS systems. Initiates and monitors Report of Survey's (ROS) for all HQ material.
- Coordinates with the Purchasing & Contracting Section for the procurement and receipt of items.
- Prepares inventories of HQ SACT materials for inspection and audit. Conducts discrepancy settlement and final inventory verification.
- Maintains the HQ central office equipment and furniture pool.
- Requisitions, receives, issues and inventories material and equipment under his/her cognizance.
- Reviews all HQ SACT office equipment and furniture requirements to determine the extent to which they can be satisfied from pool assets.
- Prepares correspondence to BC for write off of PPE above HQ SACT Financial Controller's authority.
- Acts as HQ representative for NDSS related matters, liaises with NSPA and attends NDSS meetings and working groups, as necessary.

There are no first line reporting responsibilities.

ESSENTIAL QUALIFICATIONS

Professional/Experience

- The management of the inventory of assets (e.g. equipment, hardware, software, networks and user knowledge of those assets) held within an organisation, aiming to optimise the total cost of ownership, by minimising operating costs, improving investment decisions and capitalising on potential opportunities.
 - 2-4 years (depending on educational background/degrees) experience in inventory management.
 - Experience in plant property accounting.
 - Experience in assisting with the development/update of Plant Property Standing Operating Procedures (SOP's) and other supporting policy documents.
 - Experience in coordinating procurement of items and receipts with a Purchasing and Contracting Branch.
 - Experience in creating and analyzing accounting records, and supporting financial/procurement information, using IT/IS systems.
 - Higher secondary education and intermediate vocational education training in business, management, administration, or related field, coupled with minimum experience of five years in inventory management and accountability.

Education/Training

Higher Secondary education and intermediate vocational training in supply, contract management, inventory management, procurement, accounting or related discipline which might lead to a formal qualification with 2 years experience, or a Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 4 years post related experience.

Language

English SLP 3322 (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

Specific Experience: -

- Knowledge of and experience in NATO Logistics.
- Successful completion of NSPA, NDSS or similar inventory management training and courses (May be completed after employment).
- Supply / Logistics experience.

Language

French

CIVILIAN POSTS

- **Personal Attributes**

- Personal qualities of good judgement, tact and adaptability. A required sense of diplomacy and propriety in order to work harmoniously with military and civilian staff. Ability to resolve conflicts in a conciliatory manner. Incumbent must be in good health capable of lifting heavy objects, willing to work flexible hours and travel occasionally. Incumbent must be able to work independently and adapt to a constantly changing work environment. Must have excellent communication skills and ability to work and lead others of various grades.
- This position requires someone with an educational background of higher secondary education and intermediate vocational education training in business, management, administration, or related field, coupled with minimum experience of five years in inventory management and accountability.
- The position requires someone who has demonstrated practical experience in inventory management processes. The Property Plant and Equipment Custodian must have supervisory abilities, experience in plant property accounting/valuation and experience in amortization calculation methodologies.
- The Property Plant and Equipment Custodian must have at least five years experience in inventory management. This level of experience should be demonstrated by a prior on-hands work experience and civilian education. Experience should include the understanding and demonstrated ability to understand and explain directives, policy, SOPs, and guidance within the NDSS (Property Accountability Software), is important.

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- **Professional Contacts**

Co-ordinate with customers of all grades within the Headquarters environment. Occasionally liaise with contacts external of the Organization. Periodically attend NDSS working groups. The Property Plant and Equipment Custodian will interact with BUDFIN personnel and other internal and external NATO organ, SACT HQ personnel and other organizations to discuss business processes on proper property accountability measures. Discussions can include Bi-SC agreements, material weaknesses, and audit/review findings and procedures at various organizations. The Property Plant and Equipment Custodian is expected to contribute to these discussions with the goal of ensure the best methods of property accountability and implemented and executed within HQ SACT and improving existing business practices.

- **Contribution to the Objectives**

Incumbent is directly responsible for accountability of all SACT material fixed assets. The success of the Headquarters and the Financial Controller relies in part on the successful execution of NATO policies, procedures, guidance and Bi-SC directives. The ability to accomplish the Commands' goals, objectives and priorities rests with the ability of the Financial Controller and his staff to execute its mission in the most efficient manner possible. The Property Plant and Equipment Custodian actions provide the Financial Controller with confidence that the business processes that are in place are effective and operating as intended, or that additional attention is required to ensure the safeguarding the Nation's financial interests is accomplished.

Work Environment

The work is normally performed in a typical Office environment. Normal working conditions apply. The risk of injury is categorized as: No Risk.

