Director of Finance/Financial Controller (261699)

Status
Draft

Recruiter
De Luca, Marco

Status Details
Draft

Hiring Manager
Carbone, Antonella Maria

Primary Location *
Italy > Naples

Requisition Type
Professional

Hired Candidates
0 out of 1

Vacancy Administration

Identification

Requisition Title
Director of Finance/Financial Controller

Post Number
OJS BXXX 0010

Number of Openings
1

Grade
NATO Grade G22

Clearance Level
NS

Eligibility
All NATO member states

Justification
Replacement

Structure

Organization *

Agency: Joint Force Command Naples (JFCNP)

Primary Location *

Country: Italy

City: Naples

Job Field *

Domain: Management and Operations Support

Sub Domain: Finance

Owners

Recruiter
De Luca, Marco

Hiring Manager
Carbone, Antonella Maria

Recruitment Assistant
Turco, Sabrina

Hiring Manager Assistant
Di Domenico, Federica

User Group

User Group
JFCNP

Candidate Selection Workflow

Candidate Selection Workflow
NTAP Workflow

Profile

Shift
Day Job

Schedule
Full-time

Compensation

Currency
Euro (EUR)

Pay Basis
Monthly

Minimum Salary
9766.81

Budget

Currency - Budget Section
Euro (EUR)

Selection Plan

Selection Tools
Written test, Language test, Interview

Vacancy Notice

Internal Description

Description - Internal
POST NO. OJS BXXX 0010
JOB TITLE: Director of Finance/ Financial Controller
NATO GRADE: G-22
DIRECTORATE: FINANCE
DIVISION: J8
DUTY LOCATION: HQ JFCNP Lago Patria
SECURITY CLEARANCE: NATO S E C R E T

1. Post Context/Post Summary
Headquarters Allied Joint Force Command Naples provides a resilient, static Joint headquarters to plan, prepare and conduct operations across all domains from Baseline Activities and Current Operations (BACO), including deterrence, through Crisis, up to the Maximum Level of Effort (MLE), in order to support NATO ' s three core tasks, at the Joint Operational level, as directed by SACEUR. Supported by the Single Service Commands, Allied Joint Force Command Naples integrates allocated forces, including NATO Force Structure entities, and synchronises activity to achieve operational objectives. It maintains comprehensive, regional focused, situational awareness, leads contingency planning and directs exercises. It also provides out-of-theatre support to enduring NATO operations and could contribute specific

Joint competencies to other NATO Command Structure or NATO Force Structure entities. It is capable of commanding a Joint Task Force operating within or beyond SACEUR ' s Area of Responsibility, with theatre enablement provided by a dedicated Joint Logistic Support Group Headquarters. It has the capability to deploy tailored elements to enable reconnaissance, liaison, and coordination, and support the Joint Commander. It synchronizes and integrates Joint and Combined armed forces within the Joint Operational Area (JOA) in support of a Joint Task Force.

The Finance Directorate (J8) drafts, manages and executes the HQ and supported entities ' allocated budgets as well as accounts, purchases and contracts goods and services. It provides financial advice to COM and executes HQ-wide internal financial control functions. It develops and maintains the situational awareness of financial and contractual aspects in the planning process.

The Financial Controller is responsible for the Risk Management and Internal Control activities of all JFCNP AOR AOM organisations, in accordance with Article 11 and 12 of the NFRs. The J8 Directorate is responsible for ensuring proper financial and acquisition management throughout JFCNP AOR encompassing policy development, implementation and oversight in all aspects of the budgetary, accounting and contracting activities of JFCNP AOR commands. The JFCNP FC directs and oversees all financial management, budget, accounting and contracting activities across JFCNP AOR Operations, and establishes/implements financial policies and procedures for all subordinate organizations. Under the direction of the Financial Controller, the J8 Directorate is represented at the Budget Committee on all matters with financial implications. The Directorate develops financial, budgetary, accounting and procurement policies and procedures within the JFCNP AOR. Additionally it participates in the development of International Agreements, Medium Term Resource Plans (MTRPs), and Consolidated Resource Proposals (CRPs). The Financial Controller provides liaison with financial elements of NATO Force Structure (NFS) headquarters and support to external NATO bodies, Multinational Organizations and NATO agencies, as required on NATO Financial Rules and Procedures. The J8 Directorate develops and executes plans for the financial support of operations, exercises and activities to include those tied to Fight Against Terrorism (FAT) and the Readiness Action Plan (RAP). The J8 Directorate is responsible for supporting the JFCNP Financial Controller (FC) in execution of his duties.

2. Principal Duties

The Financial Controller is the senior responsible executive for all financial management operations in the HQ and bears the final personal responsibility for all matters related to financial management, budgeting, accounting and acquisition. He/she would be responsible to COM JFCNP and personally accountable to the Budget Committee on the management of appropriated and non-appropriated funds.

Advises the Commander regarding all budget and finance-related issues and processes; his assessments constitute binding advice and can only be overruled by the ACO FC through COM HQ initiative.

In line with Article 6 of the NATO Financial Regulations (NFRs), is responsible for the Risk Management and Internal Control activities in accordance with Article 11 and 12 of the NFRs.

As prescribed by article 12 of the NATO Financial Regulations, establishes a system of internal financial and budgetary control and maintains a risk register and an Internal control framework within the J8 Directorate.

Monitors financially the Morale and Welfare Activities and ensures the correct application of rules and regulations governing tax exemption and custom clearance for the Command.

Promulgates budgetary and financial guidance and procedures in accordance with the resource planning goals and the applicable regulations and directives.

Represents COM JFC HQ to the BC, the RPPB, the IC, and other ACO- committees, boards, working groups, etc., as required. Provides additional information and justification and answers to specific questions with respect to budget, MOU ' s, contracts, invoices and other activities having financial implications.

Provides subjects (based on risk management) to ACO to be audited by the ACO Audit and Inspection Branch, to monitor fiscal and procedural compliance to NATO Financial Regulations, ACO Financial Directives, and supports ACO Internal Audit Branch and International Board of Auditor for NATO.

Supervises the work of the Budget Branch for the preparation of the yearly budgets and Budget Execution Reports (BER), Medium Term Resources Plan (MTRP), Consolidated Resource Proposals (CRP), AOM Resources Requirement Plan (ARRP) and any planning or reporting documents as requested for HQ, AOMs and MWA activities.

Supervises the work of the Finance and Accounting Branch for the processing of financial operations, cash and assets management, financial reporting for HQ, AOMs and MWA activities.

Supervises the work of the Purchases & Contracts Branch for processing users ' requirements, creating and managing Purchase Orders, doing market research, procurement procedures and contract management for HQ, AOMs and MWA activities.

Undertakes work as part of a project team or working group as directed or assigned.

Responsible for the submission of the Headquarters ' Financial Statements in accordance with all applicable ACO Directives, end-of-year instructions and IPSAS (International Public Sector Accounting Standards).

Specific Internal HQ Working Groups and Committees - Contributor

Budget Committee (BC) - Contributor

Legal Authority - Contract approval authority for the HQ. Authority to commit NATO by signing contracts and purchase orders. In addition authority to issue Letters of Agreement concerning financial issues.

Budget Authority - Exercises delegated Financial Controller authority for the HQ installation. Responsible for management of the HQ budget and Alliance Operations and Missions (AOM) budget and elements of centralised budgets allocated

to the HQ. Screens divisional budgets and financial plans for quality, accuracy, and compliance with policy. Advises the commander, the COS, the command group and all divisional budget holders on appropriate budgetary practice and financial regulations.
Decision Authority - Decisions made regarding the nature of the professional guidance and advice to the Command Group and to the Staff of the HQ will affect decisions that will commit the command within NATO to a financial course of action. Responsible to ensure that decisions made within the financial area are coordinated within the HQ and with the financial functions in lateral, subordinate entities and NATO bodies.
Committee Participation:
• Resource Policy and Plans Board - Member/Representative
• Budget Committee - Member/Representative
• Specific Internal HQ Working Groups and Committees - Member/Representative

3. Special Requirements and Additional Duties
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
The incumbent may be required to undertake deployments in support of military operations and exercises, and/or TDY assignments, both within and without NATO boundaries up to 30 days.
Tasked to serve as Theatre Financial Controller of a deployed NATO Headquarters with all the related responsibilities.
The work is normally performed in a Normal NATO office working environment.
Normal Working Conditions apply.

4. Essential Qualifications
a. Education/Training
University Degree in finance, accounting, business administration, economics, public administration or related discipline and 10 years related experience.
b. Experience/Qualifications
Experience in Business Finance
Experience in Financial Management
Experience setting strategies and developing plans, policies and processes for the accounting, budgeting and, where applicable, charging of resources and services
Experience in developing financial planning processes and standards to support execution of business strategy
c. Language
English - SLP 4444 - (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.

5. Desirable Qualifications
Professional Experience
Experience in NATO environment (NATO budgets and NATO Financial Regulations).
Familiarity with appropriate accounting and computerized financial system operation (ORACLE Financials based).
Sound experience in controllership, budget management and international financing.
COURSES
LOG-LG-2538 - Joint Operations Logistics Course
LSR-LC-3030 - RESOURCE MANAGEMENT EDUCATION PROGRAMME (RMEP)COURSE (NU) (Not in ACT Catalog)
ETE-CM-3840 - Crisis Management Course
JIA-SC-3050 - NATO PEACE SUPPORT OPERATIONS COURSE (NU) (Not in ACT Catalog)
ETE-ET-1032 - NATO STAFF OFFICER ORIENTATION COURSE (NU) (Not in ACT Catalog)
Language Skills
French 3322
Italian 3333
6. Attributes/Competencies
Personal Attributes: Mature and tactful individual possessing sound judgment, flexibility, and persuasive personality. Excellent communication and negotiation skills. A good deal of thought and judgment are required in this position. Current NATO Financial Regulations are tailored on peacetime activities. Financial Controller is required to use creative thinking to propose adaptation of existing rules or creation of new procedures to comply with new situations such as crisis operations and out-of-area operations. Applies sound and flexible judgement consistent with NATO Financial Regulations and ACO Directives. Is the senior executive for all financial administration matters. The Financial Advisor carries out his duties in accordance with the rules and procedures promulgated in the NATO Financial Regulations and ACO Directives, and in accordance with supplemental instructions given by ACO and the BC. Establishes administrative policies and prepares supplementary written guidance for local implementation of NATO regulations and ACO Directives. Development of policy to meet new NATO roles and missions may not necessarily be based on existing rules or precedents.
Internal coordination with other Division Heads. External coordination with ACO and other NATO entities.
Negotiation and consultations with Host Nations (i.e. MODs, Treasuries, Ministry of Labour) at Secretary level for financial and economic liaison. Represents the COM at the BC.

Provides Chairpersonship for the Contract Award Committee, Long-Term loans for NATO funds to Civilians and any other committee having financial implications.
Responsible to COM JFC for the proper administration and expenditure of all military budget financial resources allocated to JFC HQ. The successful management of financial resources is considered vital to the achievement of the objectives and mission of the Headquarters. Furthermore the efficiency of his performance has a material impact on the overall NATO military budget, and as such is critical to maintenance of NATO ' s military capabilities.
Exercises final authority over recommendations made by subordinate supervisory staff (branch and section heads) within the financial functional area.
Provides guidance and advice to the Command Group and to the Staff of the HQ on all financial matters.
Supervises the application of fiscal and budgetary policies and controls across all Organisational Elements of the HQ (division and branch heads) within the financial functional area.
Provides guidance and advice to the Command Group and to the Staff of the HQ on all financial matters.
Supervises the application of fiscal and -budgetary policies and controls across all Organisational Elements of the HQ.
NATO committee responsibilities: Budget Committee
Supervisory Responsibilities: - J8 Directorate Head.
There are first line reporting responsibilities for the following numbers of staff: 1 x A-4 (F&A Branch Head); 1 x OF-4 (P&C Branch Head); 1 x A-4 (Budget Branch Head); 1 x OR-6 (Staff Assistant); 1 OF-4 (Staff Officer Internal Control) and 1 A-2 (Staff Officer Control).
There are first line reporting responsibilities for the following numbers of staff: 2 × A4/G20; 3 × OF-4; 1 × A2/G15
This post reports to: OJS GXGX 0010 - Commander - OF-9. OJS GXCX 0010 - Chief of Staff - OF-8. Ceiling post - twinned post OLN BXXX 0005

7. Contract
The successful candidate will receive a three-year definite duration contract which may be followed by another three-year definite duration contract. NATO-serving staff members will be offered a contract in accordance with the NATO Civilian Personnel Regulations (NCPRs).
The basic entry-level monthly salary for a NATO Grade G22 in Italy is Euro 9,766.81 which may be augmented by allowances based on the selected staff member ' s eligibility, and which is subject to the withholding of approximately 20% for pension and medical insurance contributions.
8. HOW TO APPLY:
HQ JFC Naples uses NATO Talent Acquisition Platform.
In order to apply for this vacancy, please visit the platform at: https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en, and search for vacancies within HQ JFC Naples.
Note that once you create your profile, you will be able to use it to apply for other vacancies within NATO.

NATO will not accept any phase of the recruitment and selection prepared, in whole or in part, by means of reference documents without proper citations (plagiarism), or any tools available on internet, including but not limited to generative artificial-intelligence (AI) tools. NATO reserves the right to screen applications to identify the use of such tools. All applications prepared, in whole or in part, by means of such tools may be rejected without further consideration, and NATO reserves the right to take further steps in such cases as appropriate.

Employment pre-requisites:
· They are nationals of a NATO member country
· They are over 21 and under 60 years of age at the time of taking up their appointments. Appointments of definite duration may be offered to candidates of 60 years of age or more, provided that the expiry date of the contract is not later than the date at which the candidate attains the age of 65.

ADDITIONAL INFORMATION:
A NATO security clearance and approval of the candidate ' s medical file by the NATO Medical Adviser are essential conditions for appointment to this post. Applicants are not required to possess a clearance at the time of applying, but they must be eligible for a clearance. HQ JFC Naples will take action to obtain the required security clearance from the successful candidates ' national authorities. The selected candidate will be affiliated to the NATO Defined Contribution Pension Scheme (DCPS). For info please visit https://www.nato.int/cps/en/natolive/86790.htm

External Description

Description - External
POST NO. OJS BXXX 0010
JOB TITLE: Director of Finance/ Financial Controller

NATO GRADE: G-22
DIRECTORATE: FINANCE
DIVISION: J8
DUTY LOCATION: HQ JFCNP Lago Patria
SECURITY CLEARANCE: NATO S E C R E T

1. Post Context/Post Summary

Headquarters Allied Joint Force Command Naples provides a resilient, static Joint headquarters to plan, prepare and conduct operations across all domains from Baseline Activities and Current Operations (BACO), including deterrence, through Crisis, up to the Maximum Level of Effort (MLE), in order to support NATO ' s three core tasks, at the Joint Operational level, as directed by SACEUR. Supported by the Single Service Commands, Allied Joint Force Command Naples integrates allocated forces, including NATO Force Structure entities, and synchronises activity to achieve operational objectives. It maintains comprehensive, regional focused, situational awareness, leads contingency planning and directs exercises. It also provides out-of-theatre support to enduring NATO operations and could contribute specific Joint competencies to other NATO Command Structure or NATO Force Structure entities. It is capable of commanding a Joint Task Force operating within or beyond SACEUR ' s Area of Responsibility, with theatre enablement provided by a dedicated Joint Logistic Support Group Headquarters. It has the capability to deploy tailored elements to enable reconnaissance, liaison, and coordination, and support the Joint Commander. It synchronizes and integrates Joint and Combined armed forces within the Joint Operational Area (JOA) in support of a Joint Task Force.

The Finance Directorate (J8) drafts, manages and executes the HQ and supported entities ' allocated budgets as well as accounts, purchases and contracts goods and services. It provides financial advice to COM and executes HQ-wide internal financial control functions. It develops and maintains the situational awareness of financial and contractual aspects in the planning process.

The Financial Controller is responsible for the Risk Management and Internal Control activities of all JFCNP AOR AOM organisations, in accordance with Article 11 and 12 of the NFRs. The J8 Directorate is responsible for ensuring proper financial and acquisition management throughout JFCNP AOR encompassing policy development, implementation and oversight in all aspects of the budgetary, accounting and contracting activities of JFCNP AOR commands. The JFCNP FC directs and oversees all financial management, budget, accounting and contracting activities across JFCNP AOR Operations, and establishes/implements financial policies and procedures for all subordinate organizations. Under the direction of the Financial Controller, the J8 Directorate is represented at the Budget Committee on all matters with financial implications. The Directorate develops financial, budgetary, accounting and procurement policies and procedures within the JFCNP AOR. Additionally it participates in the development of International Agreements, Medium Term Resource Plans (MTRPs), and Consolidated Resource Proposals (CRPs). The Financial Controller provides liaison with financial elements of NATO Force Structure (NFS) headquarters and support to external NATO bodies, Multinational Organizations and NATO agencies, as required on NATO Financial Rules and Procedures. The J8 Directorate develops and executes plans for the financial support of operations, exercises and activities to include those tied to Fight Against Terrorism (FAT) and the Readiness Action Plan (RAP). The J8 Directorate is responsible for supporting the JFCNP Financial Controller (FC) in execution of his duties.

2. Principal Duties

The Financial Controller is the senior responsible executive for all financial management operations in the HQ and bears the final personal responsibility for all matters related to financial management, budgeting, accounting and acquisition. He/she would be responsible to COM JFCNP and personally accountable to the Budget Committee on the management of appropriated and non-appropriated funds.

Advises the Commander regarding all budget and finance-related issues and processes; his assessments constitute binding advice and can only be overruled by the ACO FC through COM HQ initiative.

In line with Article 6 of the NATO Financial Regulations (NFRs), is responsible for the Risk Management and Internal Control activities in accordance with Article 11 and 12 of the NFRs.

As prescribed by article 12 of the NATO Financial Regulations, establishes a system of internal financial and budgetary control and maintains a risk register and an Internal control framework within the J8 Directorate.

Monitors financially the Morale and Welfare Activities and ensures the correct application of rules and regulations governing tax exemption and custom clearance for the Command.

Promulgates budgetary and financial guidance and procedures in accordance with the resource planning goals and the applicable regulations and directives.

Represents COM JFC HQ to the BC, the RPPB, the IC, and other ACO- committees, boards, working groups, etc., as required. Provides additional information and justification and answers to specific questions with respect to budget, MOU ' s, contracts, invoices and other activities having financial implications.

Provides subjects (based on risk management) to ACO to be audited by the ACO Audit and Inspection Branch, to monitor fiscal and procedural compliance to NATO Financial Regulations, ACO Financial Directives, and supports ACO Internal Audit Branch and International Board of Auditor for NATO.

Supervises the work of the Budget Branch for the preparation of the yearly budgets and Budget Execution Reports (BER), Medium Term Resources Plan (MTRP), Consolidated Resource Proposals (CRP), AOM Resources Requirement Plan (ARRP) and any planning or reporting documents as requested for HQ, AOMs and MWA activities.

Supervises the work of the Finance and Accounting Branch for the processing of financial operations, cash and assets management, financial reporting for HQ, AOMs and MWA activities.
Supervises the work of the Purchases & Contracts Branch for processing users ' requirements, creating and managing Purchase Orders, doing market research, procurement procedures and contract management for HQ, AOMs and MWA activities.
Undertakes work as part of a project team or working group as directed or assigned.
Responsible for the submission of the Headquarters ' Financial Statements in accordance with all applicable ACO Directives, end-of-year instructions and IPSAS (International Public Sector Accounting Standards).
Specific Internal HQ Working Groups and Committees - Contributor
Budget Committee (BC) - Contributor
Legal Authority - Contract approval authority for the HQ. Authority to commit NATO by signing contracts and purchase orders. In addition authority to issue Letters of Agreement concerning financial issues.
Budget Authority - Exercises delegated Financial Controller authority for the HQ installation. Responsible for management of the HQ budget and Alliance Operations and Missions (AOM) budget and elements of centralised budgets allocated to the HQ. Screens divisional budgets and financial plans for quality, accuracy, and compliance with policy. Advises the commander, the COS, the command group and all divisional budget holders on appropriate budgetary practice and financial regulations.
Decision Authority - Decisions made regarding the nature of the professional guidance and advice to the Command Group and to the Staff of the HQ will affect decisions that will commit the command within NATO to a financial course of action. Responsible to ensure that decisions made within the financial area are coordinated within the HQ and with the financial functions in lateral, subordinate entities and NATO bodies.
Committee Participation:
• Resource Policy and Plans Board - Member/Representative
• Budget Committee - Member/Representative
• Specific Internal HQ Working Groups and Committees - Member/Representative

3. Special Requirements and Additional Duties
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
The incumbent may be required to undertake deployments in support of military operations and exercises, and/or TDY assignments, both within and without NATO boundaries up to 30 days.
Tasked to serve as Theatre Financial Controller of a deployed NATO Headquarters with all the related responsibilities.
The work is normally performed in a Normal NATO office working environment.
Normal Working Conditions apply.

4. Essential Qualifications
a. Education/Training
University Degree in finance, accounting, business administration, economics, public administration or related discipline and 10 years related experience.
b. Experience/Qualifications
Experience in Business Finance
Experience in Financial Management
Experience setting strategies and developing plans, policies and processes for the accounting, budgeting and, where applicable, charging of resources and services
Experience in developing financial planning processes and standards to support execution of business strategy
c. Language
English - SLP 4444 - (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.

5. Desirable Qualifications
Professional Experience
Experience in NATO environment (NATO budgets and NATO Financial Regulations).
Familiarity with appropriate accounting and computerized financial system operation (ORACLE Financials based).
Sound experience in controllership, budget management and international financing.
COURSES
LOG-LG-2538 - Joint Operations Logistics Course
LSR-LC-3030 - RESOURCE MANAGEMENT EDUCATION PROGRAMME (RMEP)COURSE (NU) (Not in ACT Catalog)
ETE-CM-3840 - Crisis Management Course
JIA-SC-3050 - NATO PEACE SUPPORT OPERATIONS COURSE (NU) (Not in ACT Catalog)
ETE-ET-1032 - NATO STAFF OFFICER ORIENTATION COURSE (NU) (Not in ACT Catalog)
Language Skills
French 3322
Italian 3333

6. Attributes/Competencies

Personal Attributes: Mature and tactful individual possessing sound judgment, flexibility, and persuasive personality. Excellent communication and negotiation skills. A good deal of thought and judgment are required in this position. Current NATO Financial Regulations are tailored on peacetime activities. Financial Controller is required to use creative thinking to propose adaptation of existing rules or creation of new procedures to comply with new situations such as crisis operations and out-of-area operations. Applies sound and flexible judgement consistent with NATO Financial Regulations and ACO Directives. Is the senior executive for all financial administration matters. The Financial Advisor carries out his duties in accordance with the rules and procedures promulgated in the NATO Financial Regulations and ACO Directives, and in accordance with supplemental instructions given by ACO and the BC. Establishes administrative policies and prepares supplementary written guidance for local implementation of NATO regulations and ACO Directives. Development of policy to meet new NATO roles and missions may not necessarily be based on existing rules or precedents.

Internal coordination with other Division Heads. External coordination with ACO and other NATO entities.

Negotiation and consultations with Host Nations (i.e. MODs, Treasuries, Ministry of Labour) at Secretary level for financial and economic liaison. Represents the COM at the BC.

Provides Chairpersonship for the Contract Award Committee, Long-Term loans for NATO funds to Civilians and any other committee having financial implications.

Responsible to COM JFC for the proper administration and expenditure of all military budget financial resources allocated to JFC HQ. The successful management of financial resources is considered vital to the achievement of the objectives and mission of the Headquarters. Furthermore the efficiency of his performance has a material impact on the overall NATO military budget, and as such is critical to maintenance of NATO ' s military capabilities.

Exercises final authority over recommendations made by subordinate supervisory staff (branch and section heads) within the financial functional area.

Provides guidance and advice to the Command Group and to the Staff of the HQ on all financial matters.

Supervises the application of fiscal and budgetary policies and controls across all Organisational Elements of the HQ (division and branch heads) within the financial functional area.

Provides guidance and advice to the Command Group and to the Staff of the HQ on all financial matters.

Supervises the application of fiscal and -budgetary policies and controls across all Organisational Elements of the HQ.

NATO committee responsibilities: Budget Committee

Supervisory Responsibilities: - J8 Directorate Head.

There are first line reporting responsibilities for the following numbers of staff: 1 x A-4 (F&A Branch Head); 1 x OF-4 (P&C Branch Head); 1 x A-4 (Budget Branch Head); 1 x OR-6 (Staff Assistant); 1 OF-4 (Staff Officer Internal Control) and 1 A-2 (Staff Officer Control).

There are first line reporting responsibilities for the following numbers of staff: 2 × A4/G20; 3 × OF-4; 1 × A2/G15

This post reports to: OJS GXGX 0010 - Commander - OF-9 OJS GXCX 0010 - Chief of Staff - OF-8 Ceiling post - twinned post OLN BXXX 0005

7. Contract

The successful candidate will receive a three-year definite duration contract which may be followed by another three-year definite duration contract. NATO-serving staff members will be offered a contract in accordance with the NATO Civilian Personnel Regulations (NCPRs).

The basic entry-level monthly salary for a NATO Grade G22 in Italy is Euro 9,766.81 which may be augmented by allowances based on the selected staff member ' s eligibility, and which is subject to the withholding of approximately 20% for pension and medical insurance contributions.

8. HOW TO APPLY:

HQ JFC Naples uses NATO Talent Acquisition Platform.

In order to apply for this vacancy, please visit the platform at: https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en, and search for vacancies within HQ JFC Naples.

Note that once you create your profile, you will be able to use it to apply for other vacancies within NATO.

NATO will not accept any phase of the recruitment and selection prepared, in whole or in part, by means of reference documents without proper citations (plagiarism), or any tools available on internet, including but not limited to generative artificial-intelligence (AI) tools. NATO reserves the right to screen applications to identify the use of such tools. All applications prepared, in whole or in part, by means of such tools may be rejected without further consideration, and NATO reserves the right to take further steps in such cases as appropriate.

Employment pre-requisites:

· They are nationals of a NATO member country

· They are over 21 and under 60 years of age at the time of taking up their appointments. Appointments of definite duration may be offered to candidates of 60 years of age or more, provided that the expiry date of the contract is not later than the date at which the candidate attains the age of 65.

ADDITIONAL INFORMATION:

A NATO security clearance and approval of the candidate ' s medical file by the NATO Medical Adviser are essential conditions for appointment to this post. Applicants are not required to possess a clearance at the time of applying, but they must be eligible for a clearance. HQ JFC Naples will take action to obtain the required security clearance from the successful candidates ' national authorities. The selected candidate will be affiliated to the NATO Defined Contribution Pension Scheme (DCPS). For info please visit https://www.nato.int/cps/en/natolive/86790.htm