



ALLIED LAND COMMAND



Job/Post Number: OLC BXAX 0024

Title: Staff Assistant (Disbursing)

Division: G8

Clearance Level: NATO SECRET

Grade: NATO Grade B4/G10

Basic Salary: 188,867.81 TL

NATO Body/Post Location: ACO / Headquarters Allied Land Command, Izmir (Türkiye)

Closing Date: 22 August 2026

1. Post Context/Post Summary

Allied Land Command (LANDCOM) HQ is the Theatre Land Component and Land Advocate responsible for coordinating and synchronizing NATO and Partner Land Forces by enabling land domain readiness, interoperability, standardization, and competency; on order deploys headquarters elements to provide planning, coordination, and command capabilities to Allied forces.

The G8 Directorate 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 Finance and Accounting Branch (FAB) provides accounting services and financial management to the HQ and supported entities. It reviews, authorizes and records all financial transactions related to international approved credits and authorized reimbursable activities. It provides advice on all finance and accounting matters and manages duty travel.

The Staff Assistant (Disbursing) is responsible for receiving, safeguarding and paying funds in cash or through bank accounts and keeping records of all his/her transactions.

2. Principal Duties

The incumbent's duties are:

Carrying out daily disbursing functions.

- Requisitioning funds to meet current financial requirements.
- Receiving and safeguarding international funds.
- Executing payments and receipts authorized by the Finance & Accounting Branch.
- Making cash deposits and withdrawals from the local bank.
- Maintaining automated accounting records.
- Maintaining local and foreign bank accounts.
- Dealing with local banks.
- Maintaining records on funds advanced to account holders.
- The incumbent may have to visit national Social Security offices, the Tax Office and other governmental offices for payments of social security premiums, taxes and delivering official documents.
- Handling the disbursement activities when deployed.
- Administers branch disbursing-related administrative files and documents. Maintains all disbursing records for audit purposes. Ensures that current and historical disbursing documents are properly filed.

3. Special Requirements and Additional Duties

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

The work is normally performed in a Normal NATO office working environment.

Normal Working Conditions apply.

The risk of injury is categorized as No Risk.

4. Essential Qualifications

a. Professional/Experience

(1) Bookkeeping

All activities involved procurement, custody, transfer and issue of funds for payrolls and allowances. Includes preparation and payment of vouchers; receipt of collections for credit to accounts; preparation of required financial returns and special reports.

Officers should have served in financial management or in a disbursing post in a prior assignment.

Skill Level (Apply)

Works under routine direction. Uses limited discretion in resolving issues or enquiries. Works without frequent reference to others. Interacts with and may influence immediate colleagues. May have some external contact with customers, suppliers and partners. May have more influence in own domain. Performs a range of work activities in varied environments. May contribute to routine issue resolution. Understands and uses appropriate methods, tools and applications. Demonstrates a rational and organized approach to work. Identifies and negotiates own development opportunities. Has sufficient communication skills for effective dialogue with customers, suppliers and partners. Is able to work in a team. Is able to plan, schedule and monitor own work within short time horizons. Absorb new information when it is presented systematically and applies it effectively.

b. Education/Training

Higher Secondary education and intermediate vocational training in accounting, finance, management, business administration, public administration or related discipline which might lead to a formal qualification with 2 years' experience, or Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 4 years post related experience.

The additional job specific qualifications and experience is described under Professional/Experience paragraph (4/a). In case of ambiguity the required job specific experience has priority over the standard education and training levels and experience described here.

c. Language

English - SLP 3333 - (Listening, Speaking, Reading and Writing)

The HQ's host nation language is required.

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

d. NATO Occupational Codes

50411C – Bookkeeping

5. Desirable Qualifications

a. Professional Experience

Experience in NATO organizations and/or knowledge of NATO financial directives

Basic knowledge of NATO Automated Financial System (Fins)

b. Education/Training

- Formal civil or military training in bookkeeping.
- Formal training or experience in an automated financial management system as well as the NATO financial accounting system
- Course: **ETE-MW-3834** - NATO Orientation Course

c. Language

None specified

6. Attributes/Competencies

- **Personal Attributes:** Individual capable of following strict directions and complying with them by the word. He/ she must be extremely reliable. Highly able to handle details and produce accurate accounting documentation. The post holder must have a personality adaptable to the taskers from his/ her supervisor and to strict and clear regulations.
- **Professional Contacts:** The disbursing function requires contact with staff in general only regarding payments and fund collections. It also requires contact with bank employees, host nation social security and tax office.
- **Contribution To Objectives:** The disbursing function is essential to the operation of the Finance Directorate because is the final step to all its budgeting, contracting and purchasing.

There are no reporting responsibilities.

This post reports to:

OLC BXBX 0010 - Branch Head (Budget) - A3/G17

This post does not deputize anybody.

This post is not deputized by anybody.

7. Additional Information

a. Allowances

Members of the staff who fulfil the conditions of eligibility laid down in the Civilian Personnel Regulations shall receive the appropriate allowances/supplements. Some of the allowances are installation allowance, expatriation allowance, family allowance and education allowance. Please refer to Chapter VII of the Civilian Personnel Regulations for details.

b. Privileges & Tax Exemptions

In line with the bilateral agreement, the NATO International Civilians who are neither Turkish nationals, nor permanent residents in Türkiye are granted various privileges and tax exemptions (covering purchase of motor vehicles, motorcycles, caravans, trailers, fuel, household furnishing and appliances and other similar items).

c. Contract

The successful candidate will receive a three-year definite duration contract, which may be followed by an indefinite duration contract. Also, the first 6 months of the employment is considered as the probationary period during which the performance of the incumbent is assessed. The definite duration contract will be confirmed only after the incumbent receives a “good” or “above good” performance evaluation in the probationary period.

d. How to Apply

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

e. Employment Pre-Requisites

Candidates are invited to submit their applications only if:

- 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.

Notice for candidates: LANDCOM is undergoing a reorganisation that might affect the job description of this post.

f. Allied Land Command

LANDCOM is the Theatre Land Component and Land Advocate responsible for coordinating and synchronizing NATO and Partner Land Forces by enabling land domain READINESS, INTEROPERABILITY, STANDARDIZATION, and COMPETENCY; stands ready to deploy headquarters elements to provide planning, coordination, and C2 capabilities to Allied forces.

For history of LANDCOM, please refer to this link: [Allied Land Command - History \(nato.int\)](https://nato.int/allied-land-command-history)

g. Izmir

Izmir is Türkiye's third largest city and one of its largest ports. It is located on an important commercial route with its 13 industrial areas and 2 free zones. With its multi-directional manufacturing facilities, rich natural resources and high quality of life; Izmir is a prominent city both in Türkiye and the world. Izmir demonstrates development in terms of exportation, an important indicator of economy. This qualification provides advantage to Izmir to compete socially and economically, to develop capacity and to accommodate.

For more information: [Izmir - Wikipedia](#)

8. Additional Remarks

- a.** All applicants are reminded that if hired, to reside here, all members including their dependents must comply with Host Nation requirements and definitions regarding residency.
- b.** NATO is committed to diversity and inclusion, and strives to provide equal access to employment, advancement, and retention, independent of gender, age, nationality, ethnic origin, religion or belief, cultural background, sexual orientation, and disability. NATO welcomes applications of nationals from all member Nations.
- c.** Building integrity is a key element of NATO's core tasks. As an employer, NATO values commitment to the principles of integrity, transparency, and accountability in accordance with international norms and practices established for the defense and related security sector. Selected candidates are expected to be role models of integrity, and to promote good governance through ongoing efforts in their work.
- d.** Shortlisted candidates will be requested to provide original documentary evidence and a set of copies supporting statements in their applications. Appointment is subject to obtaining a NS security clearance and a medical certificate.
- e.** NATO will not accept any phase of the recruitment and selection prepared, in whole or in part, by means of generative artificial-intelligence (AI) tools, including and without limitation to Chatbots, such as Chat Generative Pre-Trained Transformer (Chat GPT), or other language generating 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 generative or creative AI applications may be rejected without further consideration at NATO's sole discretion, and NATO reserves the right to take further steps in such cases as appropriate.