



SUPREME HEADQUARTERS ALLIED POWERS EUROPE

TALEO Job Number: 210228

Vacancy Number: A12/0321

Post Number: OSC ZSSH 0020

Job Title: Analyst (Budget)

NATO Grade: 15 (previous ABCL Grade A-2)

Basic Monthly Salary (12 x per year): 5,584.86 €, tax free

Closing Date: Sunday 29 August 2021

SHAPE is looking for an Analyst (Budget) to support the Base Support Group in preparing budget estimates, developing financial plans controlling the execution of assigned budgets and programmes. If you have at least 2 years of experience in financial management and enjoy working in an international, fast-paced environment, this post is for you.

GENERAL BACKGROUND:

SHAPE, the Supreme Headquarters Allied Powers Europe, is the Headquarters of Allied Command Operations (ACO), one of the two major military commands of the North Atlantic Treaty Organisation (NATO). ACO safeguards an area extending from the northern tip of Norway to the eastern border of Turkey. This equates to nearly two million square kilometres of land, more than three million square kilometres of sea, and a population of about 320 million people.

POST DESCRIPTION:

Location: Casteau/Mons, 60 Km south of Brussels (Belgium)

Division: Base Support Group

POST CONTEXT/POST SUMMARY

SHAPE is the strategic level command responsible for the planning, preparation, conduct and execution of NATO operations, missions, activities and tasks as directed by Council in order to achieve the strategic objectives of the Alliance.

Management (MGT) Directorate's primary focus is to provide all the necessary staffing and real-life support functions to enable SHAPE to deliver its critical outputs as a Strategic Military HQ. The Directorate acts as the HQ's conduit to member nations (through NMRs) and to host nation authorities.

The Base Support Group (BSG) ensures an adequate infrastructure exists to support the operational requirements of all NATO and NATO related entities located within the SHAPE campus.

The Base Support (BSM) Branch provides overall management support and co-ordination in all branches within BSG.

The Resource Management (RM) Section is responsible for preparing budget estimates, developing financial plans and controls, and controlling execution of assigned budgets and programmes.

PRINCIPAL DUTIES

The incumbent's duties are:

- a) Acts as the primary logistics and financial advisor, analyser, planner for all support to BSG engineering, utility and life support system aspects critical to the continuous operation and satisfying of all operational requirements for the SHAPE Installation.
- b) Develops and presents the international military budget estimates and other funding submissions for ISS Branch, and provides technical assistance for other reimbursable budgets.
- c) Controls execution of assigned budgets, programmes, projects, and operations.
- d) Prepares, estimates, and analyses data required for present and future budget and management application.
- e) Exercises financial oversight, and participates in development of MOUs supporting the ISS Branch operations with other tenant activities on the SHAPE installation.
- f) Administers/recommends changes to financial policy related to logistic and engineering support missions for the SHAPE installation.
- g) Contributes to development of policy on construction, infrastructure maintenance, support for morale and welfare activities, and logistics.
- h) Responsible for producing Medium Term Financial Plans, annual budget estimates, and special fund requests for the SHAPE installation and other assigned budgets or programs.
- i) Monitors the execution of approved budgets, taking actions as necessary when actual rates of expenditure deviate from the plan.
- j) In close cooperation with the various Branches and Sections of BSG (requirement owners), prepares and reviews contract specifications, evaluates bids for provision of supplies, ensures technical and cost adequacy.
- k) Provides the budgetary means for procurement of expendable and non-expendable items.
- l) Performs fund management for all BSG operations related to supply, projects, In-House activities, provision of utilities, etc.
- m) Plans, organises and co-ordinates the logistical operations of the Supply Section and Property Disposal Section.
- n) Deputises for Section Head (Resource Management) (OSC ZSSH 0010).

Budget authority held: Base Support Group Internal Military Budget AH2 Fund Manager responsibilities.

Legal authority held: Yes, in the absence of the Section Head.

Decision authority held: Yes, in the absence of the Section Head.

There is a first line reporting responsibility in the absence of the Section Head.

Supervisory duties: 5 LWRs, 2 NICs B-4. Second in command of a financial related section. Directs, plans, coordinates and supervises the work of LWRs and NICs B-4.

SPECIAL REQUIREMENTS AND ADDITIONAL DUTIES

The incumbent may be required to perform like duties elsewhere within the Organisation as directed.

Member of the Contract Award Committee when deputising for the Section Head (Resource Management).

Supervises the execution of the budgets related to Fund Managers AH1 (Administrative budget) and AH4 (Transportation budget) in the absence of the Section Head. The work is normally performed in a Normal NATO office working environment. Normal Working Conditions apply. The risk of injury is categorised as: No Risk.

ESSENTIAL QUALIFICATIONS

a. Professional/Experience

- 1) FM 06B: Financial Management and Acquisition – Finance – Budgeting experience in a budget or funds management role in an international organisation or military headquarters.
- 2) Minimum experience of 2 years in a financial management position in an accountancy related area.
- 3) Experience in financial related activities: resource planning, budgeting and execution, finance, accounting and cost analysis.

b. Education/Training

University Degree in finance, accounting, business administration, economics, public administration or related discipline and 2 years function related experience, or Higher Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 4 years post related experience.

c. 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.

d. Standard Automatic Data Processing Knowledge

Word processing :	:	Working knowledge
Spreadsheet :	:	Working knowledge
Graphics Presentation :	:	Working knowledge
Database :	:	Working knowledge
eMail Clients/Web Browsers:	:	Working knowledge
Web Content/Management :	:	Not required

e. NATO Occupational Codes

50412F - Financial management

DESIRABLE QUALIFICATIONS

a. Professional Experience

- 1) Training and experience as resource manager.
- 2) Experience with automated accounting systems and office automation software packages.
- 3) Experience/knowledge of the SHAPE organisation, its directives and procedures.

b. Education/Training –N/A

c. Language

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

ATTRIBUTES/COMPETENCIES

a. Personal Attributes

The Budget Analyst must be able to work with minimal guidance and supervision. A great deal of thought and judgement are required to assess workload and organize available staff in supporting services so that key tasks are completed on schedule. Creative thinking is required in proposing the adaptation of existing rules or creation of new procedures to comply with new situations. The incumbent must have a high capability for analytical and strategic thought, the ability to determine relationships between functions and the impact that fiscal decisions will have on multiple operational and support activities. A high degree of verbal and written communications skills is mandatory when presenting budget issues. The incumbent must be persuasive and ensure that the recommendations are rational and logical.

b. Managerial Responsibilities

The incumbent deputises for Section Head (Resource Management), OSC ZSSH 0010.

c. Professional Contacts

Professional contacts include all SHAPE and National Staff Activities and other sections in PWL Engineering and Logistics and their administrators or supervisors; especially the Procurement and Contracting section. Deals through infrequent contacts with external civilian agencies specialized in installation and maintenance of utilities.

d. Contribution To Objectives

The successful and timely provision of financial administration and advice is vital for the full and efficient application of NATO Resources across SHAPE and more specifically for the efficient operations of the SHAPE HQ installation.

e. Supervisory Responsibilities

Second in command of a financial related section. Directs, plans, coordinates and supervises the work of LWRs and NICs B-4.

REMARKS:

Given the COVID19 situation the selection process for this post will proceed in phases at dates to be fixed according to the evolution of current limitations. On-line testing might be considered. The selection activities are expected to take place in October 2021.

The candidature of NICs who are redundant / unplaced from NCS-A will be given priority consideration provided their CHRM notifies SHAPE Recruitment Section by not later than the vacancy's closing date.

Duration of contract: Serving staff members will be offered a contract according to the NATO Civilian Personnel Regulations (NCPR). Newly recruited staff will be offered a definite duration contract of three years normally followed by an indefinite duration contract.

HOW TO APPLY FOR A NATO CIVILIAN POST AT SHAPE:

Applications are to be submitted using NATO Talent Acquisition Platform (NTAP) (<https://nato.taleo.net/careersection/2/jobsearch.ftl?lang-en>). Applications submitted by other means (e.g. mail, e-mail, fax, etc) are not accepted.

NTAP allows adding attachments. A copy of the qualification/certificate covering the highest level of education required by the job description must be provided as an attachment.

Essential information must be included in the application form. Particular attention should be given to Education and Experience section of the application form. Each question should be answered completely. Expressions such as “please see attached CV, please see annex / enclosed document” or invitations to follow links to personal webpages are not acceptable and will be disregarded. All answers should be in English (preferably) or in French.

Shortlisted candidates will be requested to provide original documentary evidence and a set of copies supporting statements in their applications.

Current and past civilians working for NATO or any Coordinated Organization, shall indicate their last grade and step held (next to job title), and specify the name of employing NATO body or Coordinated Organization.

Remarks:

A) Only nationals from the 30 NATO member states can apply for vacancies at SHAPE.

B) Applications are automatically acknowledged within one working day after submission. In the absence of an acknowledgement please make sure the submission process is completed, or, re-submit the application.

C) Qualified redundant staff of the same grade interested in this post should inform this office, via their HR/Personnel Office by not later than vacancy’s closing date.

D) Candidates’ individual telephone, e-mail or telefax enquiries cannot be dealt with. All candidates will receive an answer indicating the outcome of their application.