SUPREME HEADQUARTERS ALLIED POWERS EUROPE

TALEO Job Number: 200485
Vacancy Number: B03/0420
Post Number: OSC BXBS 0040
Job Title: Assistant (Budget Statistics)
NATO Grade: B-5 / NATO Grade 12
Basic Monthly Salary (12 x per year): 4,449.34 €, tax free
Closing Date: Thursday 14 January 2021

SHAPE is looking for an assistant to work in the Finance and Acquisition Directorate in order to maintain budgetary databases, produce regular budgetary reports and analyses. If you have minimum 3 years of experience in statistics, finance and MS Office suite, this position 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: FINAC

Post Context/Post Summary
SHAPE provides an integrated Strategic Effects framework, employing a multi-domain and multi-region focus to create a 360-degree approach, with the flexibility to enable, upon direction, a seamless transition from Baseline Activities and Current Operations (BACO) up to the Maximum Level of Effort (MLE). SHAPE supports SACEUR in fulfilling his terms of reference, as directed by the North Atlantic Council.
The Finance and Acquisition Directorate is responsible for all international and multinational appropriated and nonappropriated funds in ACO. The responsibility encompasses supervision and oversight of subordinate ACO commands and development of financial and acquisition policies. The Directorate represents
SHAPE/ACO in the Budget Committee, participates in the development of international agreements and the annual Consolidated Resource Plan (CRP), and advises/assists the SHAPE Command Group with respect to Military Budget-funded requirements. The Directorate plans and executes the annual ACO military budget with the contracting, finance and accounting, and cash management it entails whilst ensuring coordination with external entities is observed.

The Budget and Policy Branch is responsible for developing and coordinating policies and procedures for financial management issues ACO-wide and for the preparation of the ACO international military budget estimates, in-year budget execution reports, and other requests for funds, and oversight of execution of ACO budgets. The Budget Management Section provides overall integration and coordination of financial planning and budgetary data for use in submissions to the nations as represented on the NATO Budget Committee and other appropriate resource bodies at NATO HQ and SHAPE and provides the focal point for the development, coordination and promulgation of financial and budgetary policies ACO-wide. The incumbent maintains budgetary databases, produces regular budgetary reports and analyses and is the focal point for co-ordinating the development of accurate and timely financial submissions to Nations and ACO/SHAPE management boards.

**Principal Duties**

The incumbent's duties are:

1. Providing support to both the Section and the Branch in a matrix-structured organisation the incumbent will report to the A4 Section Chief Budget Management and is primarily responsible for:

2. Performing budget analysis and presenting arguments and recommendations for the initial allocation and reallocation of ACO budgetary resources.

3. Producing regular commitment reports and analyses of all ACO Ha and Programme, AOM, AGS and NAEW budgets and presenting recommendations for in-year budgetary actions.

4. Defining the need for maintaining and developing financial management databases covering all ACO budgets and supervising their preparation by the Assistant (Budget Statistics).

5. Developing database programmes and spreadsheets to provide financial information for the Branch, the Branch Chief and the ACO Financial Controller and subsequently the SHAPE Command Group and the Nations.

6. Advising and assisting the Branch and Section Chief in supporting the development and maintenance of the budget aspects of any ACO- or NATO-wide automated financial information system.

7. Providing senior management with statistical advice and information for decision making on the annual ACO Ha, AOM, AGS and NAEW budgets as requested, in graphical form and conducting statistical and financial data analyses on a what-if basis.

8. Producing monthly commitment reports and analyses of all ACO, AOM and NAEW budgets, contributing to the screening, and submission of medium term financial plan/consolidated resource proposal projects and ensuring consistency of MTFP/CRP and budget submissions.

9. Supporting and assisting the Branch and Section Chief with in-depth analysis for in the conduct of ACO-wide financial studies.

10. Developing and maintaining information communication methods between SHAPE and ACO subordinate commands and NATO Has.

11. Analyzing the required scope of and preparing statistical information for briefing documents, view foils, slides, etc.

12. Attending as directed, additional training courses relevant to the above duties.
13. Use statistical element of the analysis to contribute in building trust in ACO budget development and management thereby enabling the interface with the Budget Committee

Committee Participation:
- ACO Management Board - Contributor
- Budget Committee - Contributor
- MC Working Group (Resources) - Contributor
- SHAPE Management Board - Contributor
- Resource Policy and Plans Board – Contributor

**Special Requirements and Additional Duties**
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.

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 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. Minimum 3 years experience in budget analysis, report generation and be able to provide advice and recommendations facilitating the management of budgets.
2. Minimum 2 years experience in developing databases and spreadsheets as well as communicating and utilizing the standard MS office suite.
3. Proven experience in providing advice based on financial analysis suitable to aid senior management in decision-making.
4. Minimum 3 years experience in having produced support documentation and briefing material in various forms such as memos and powerpoint slides.
5. Minimum 3 years experience in working with industry standard financial management systems.
6. Minimum 2 years experience in applying statistical knowledge and skill sets enabling refinement of financial analysis to support decision making.
7. Minimum 2 years experience in employing statistical data to validate budgetary forecasts in order to increase the predictability of budget execution.

**b. Education/Training**
Higher Secondary education and completed higher vocational training which might lead to a formal qualification with 3 years related experience, or Secondary education and completed advanced vocational training leading to a professional qualification or professional accreditation with 5 years post related experience.

**c. Language**
English - SLP 4343 (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

a. Professional Experience
   1. Experience in using statistical and financial analysis in a multinational/sizeable organization.
   2. Experience in Software application development.
   3. Experience in the processing of budgets and financial plans.
   4. Extensive experience in spreadsheet design, or database administration.
   5. Previous experience in using IT knowledge and skill sets to support the conduct of business beyond financial analysis and budget management.

b. Education/Training
   1. College education in the fields of financial management, economics, IT, communications, management.
   2. Resource Management Education Programme (RMEP) Course provided by NATO – School Oberammergau (NSO).
   3. NATO Staff Officer Orientation Course provided by NATO – School Oberammergau (NSO).
   4. Completion of ADP courses at college level.

c. Language
   French 2222

Attributes/Competencies

a. Personal Attributes
   All members of the Branch will depend upon the incumbent for information products; therefore, an ability to multi-task and prioritise will be essential for success. The incumbent will be required to assure ADP database requirements for both the Branch and the ACO Financial Controller with minimum or no supervision and will, therefore, need to work on his/her own initiative, anticipating problems and requirements and taking action to resolve them. Flexibility, sound judgment, and a high energy level will therefore be required. The incumbent should be capable of working irregular hours under high pressure and inflexible deadlines. The incumbent must be a mature and tactful individual possessing sound judgment, flexibility, and the ability to express herself/himself clearly and persuasively, both orally and in writing. The incumbent will be required to assure the administrative support of the entire branch and will, therefore, need to work on his/her own initiative and anticipate problems and requirements and take action to resolve them.

b. Managerial Responsibilities – N/A

c. Contribution To Objectives
   The incumbent will be responsible for producing accurate and timely financial analysis, advice and information for the Branch Chief, the ACO Financial Controller, the SHAPE Command Group, and the nations.
   The successful accomplishment of these tasks will ensure that Command Group decision making is being taken upon the basis of accurate data and insightful and correct analysis.
   This post reports to OSC BXBP 0010 - Section Head (Budget Management) - A-4.

d. Supervisory Responsibilities
   Depending on requirements may also be required to direct and supervise the work priorities of an ad-hoc or permanent project team within the functional area.
   There are no reporting responsibilities.
**REMARKS:**
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.

*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 tests and interviews are expected to take place in February 2021.*

**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.