HEADQUARTERS, ALLIED MARITIME COMMAND

NOTIFICATION OF AN "A" GRADE VACANCY
OPEN TO NATIONALS OF NATO MEMBER STATES ONLY

Post Number: OMC RHCX 0010
Job Title: Branch Head (Civilian HR)
NATO Grade: A-3
SECURITY CLEARANCE: NATO SECRET
Basic Monthly Salary: £ 6,169.62 tax free
Closing Date: 1 March 2020

1. POST CONTEXT

Allied Maritime Command is the Maritime Theatre Component Commander delivering 360 degree maritime focused awareness and connectivity while planning and commanding the full range of maritime operations.

The Support Directorate directs the delivery of operational support functions and activities.

The N1 Division is responsible for all matters pertaining to military and civilian manpower and personnel.

The Civilian Human Resources (CHR) Branch is responsible for all HR matters pertaining to NATO International Civilians (NICs) and all other relevant civilian personnel.

The Branch Head (Civilian Personnel) is responsible to the Division Head N1 for the management of NATO Civilian Human Resources within the HQ MARCOM. The incumbent is also responsible for the implementation of all NATO civilian-related policies and for the full range of administration requirements for all NATO Civilian personnel at HQ MARCOM.
2. DUTIES

The incumbent is the Official Responsible for Personnel Management with regard to civilian personnel as referred to in the NATO Civilian Personnel Regulations.

Advises the Head of NATO Body and senior management on all matters pertaining to civilian personnel management and administration.

Is responsible for a variety of dissimilar personnel management functions related to NATO common funded civilian personnel: selection, recruitment, management, administration, clearance, employment, performance control, complaints, discipline, support, training, remuneration, benefits and discharge of internationally funded civilian personnel at the Maritime HQ.

In the absence of the Staff Assistant (Civilian Personnel), calculates and maintains the monthly payroll, generating and distributing payslips.

Calculates payments manually if necessary and processes insurance premium payments to the insurers and the contributions to the Coordinated and Defined Contributions Pension Schemes.

Prepares and consolidates short-term and long-term loan requests, ensuring all supporting documentation is in order.

Advises vacancies NATO-wide and to local staff.

Administers civilian personnel recruitment programme.

Controls applications and produces letters of invitation/acceptance/rejection for candidates.

Supervises the day-to-day administration of NIC personnel in accordance with pertinent regulations, directives and policies where applicable.

Interprets and manages the implementation of NATO Civilian temporary regulations and procedures where applicable.

Responsible for the preparation, execution and control of all budget items related to internationally funded civilian personnel. Provides calculations for the Consolidated Resource Plan, Annual Budget and quarterly In-Year Reviews, considering all changes in entitlements and allowances on the basis of current regulations, available data, precedent experience and assumptions.

Responsible for the local civilian policy and regulations development and contributes to the creation of civilian policy and regulations at higher HQ for ACO and NATO International Staff.

Maintains NATO regulations, Military Budget Committee regulations, and guidelines, and develops policies for ensuring this guidance is implemented.
Provides advice on employment management policies and relations.

Serves as the Senior Representative (on a par with Senior National Representatives) for internationally funded civilian staff.

Responsible for the Job Descriptions of civilian positions.

Proposes solutions for handling negotiations, disputes, evolving requirements and changing laws, through adaptation of existing rules or creation of new procedures.

Negotiates agreements, on behalf of Commander, with the Civilian Staff Association (CSA).

Administers the entire Performance Management Process

Maintains the personal performance files.

Manages the Conflict Resolution Process.

Identifies and trains first and second level supervisors.

Trains new civilian and military staff on the Performance Management system.

Submits observations in his/her area of expertise and contributes to the Lessons Learned process.

Actions of this post will bind NATO to employment contracts and contract terminations for NATO International Civilians, Local Wage Rate staff, Consultants and Temporary Personnel.

Responsible for the operation of the HQ Chapter 1 Budget.

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 incumbent may be required to undertake operational deployments and/or TDY assignments, both within and without NATO’s boundaries for up to 30 days.

The work is normally performed in a normal NATO office working environment / Secure office environment with artificial light and air (e.g. Bunker).

Normal working conditions apply.

The risk of injuries is categorized as: No risk / risk might increase when deployed.

4. QUALIFICATIONS AND EXPERIENCE
Essential

The incumbent must have:

University degree in human resources management, business administration, law, social sciences, or related field, public administration or related discipline and 4 years post related experience, or Higher Secondary education and completed Advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 5 years post related and 2 years function related experience.

Very good knowledge of personnel administration principles including selection, recruitment, staffing, employee relations, qualification determination, classification of positions, benefits, compensation and retirement counselling and processing, employee development, processing of personnel actions to include labour relations and administration of performance management process.

Experience in performing an extensive range and variety of technical and/or professional work activities in the field of human resource management.

Experience in interpreting and implementing administrative regulations and analyzing legal implications of personnel decisions.

Experience in the use of computerized financial tools and budgeting and financial resource management.

Good knowledge of payroll/accounting, budget administration and management.

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.

Desirable

Advanced University degree or post-graduate diploma in the field of personnel management, business administration, law, social sciences or similar discipline. Courses/Seminars on HR developments and on changes to Host Nation/international labour laws.

Knowledge of NATO regulations and procedures covering the administration of civilian personnel.
At least four years’ experience in personnel management one of which in managing a personnel office in an international organization.

Good knowledge of and experience in accounting and finance.

Experience in an international environment.

Familiarity with FinS (Oracle Financials), Personnel Management Information System (PMIS), Allied Integrated Message System (AIMS) and Automated Personnel Management System (APMS).

NATO COURSES:

RESOURCE MANAGEMENT EDUCATION PROGRAMME (RMEP) COURSE (NU) (LSR-LC-3030) provided by NATO - School Oberammergau (NSO).

NATO Staff Officer Orientation Course (ETE-IT-2834) provided by NATO – School Oberammergau (NSO).

LANGUAGE: English SLP 4444

5. ATTRIBUTES/COMPETENCES

A. Personal Attributes

The incumbent must be able to work with little or no supervision within the constraints of NATO/ACO Civilian personnel policies. Integrity is key asset of his/her personality. He/she must be flexible, be able to handle concurrent commitments within a short time and be able to resolve very difficult or delicate personnel issues. Conflict solving demands good interpersonal and nature and make sound judgment, draw conclusions and negotiate effectively.

Incumbent should have a high tolerance for stress because of frequent requirement to work under pressure, to carry a high workload, and to work irregular hours.

Travels regularly on temporary duty.

B. Professional Contacts

Internally: From COM MARCOM down to all levels of Command Staff.

Within NATO with:

Human and Financial Resources Executive Manager / NATO Wide Coordination Section Chief and his staff.

Civilian Personnel Officers NATO-wide.
NATO HQ Legal Advisor

ACO Civilian Personnel Policy Section Chief and his staff.

NATO Administration Tribunal

Represents the Headquarter at the NATO Advisory Panel on Administration.

Externally with:

Host nation Defense, Home Office and Foreign and Commonwealth Office.

Host nation tax and social officials.

National Security Authority officials of a number of countries.

C. Contribution to Objectives

The incumbent is responsible for providing the Headquarters with the Civilian Staff, a major asset in the operational capability of the unit.

Through the issuance of employment contracts and managerial decisions taken, commits the Organization financially.

Estimates and manages the funds required for the employment of NATO International Civilian Personnel.

Estimates the most efficient use of civilian personnel thus contributing to the operational readiness and effectiveness of the Organization.

Assists in ensuring that the working environment for civilian personnel is conducive to efficiency and productivity.

Participates in the development of Human Resources management strategy by identifying organizational discrepancies and inconsistencies.

Identifies human resources training, continual professional development and organizational development requirements.

Develops, reviews and complements civilian personnel policies.

D. Supervisory Responsibilities

Dependent on requirement may be required to direct and supervise the work priorities of an ad hoc or permanent team within the functional area.

There are first line reporting responsibilities for the following number of staff: 1 x B-5.

6. CONTRACT
The successful candidate will receive a three-year definite duration contract which may be followed by an indefinite 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 A-3 in UK is £ 6,169.62 (tax free) which may be augmented by allowances based on the selected staff member’s eligibility.

7. HOW TO APPLY

HQ MARCOM 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 MARCOM.

Essential information must be included in the application form. Each question should be answered thoroughly. Expressions such as “please see attached CV”, or invitations to follow links to personal webpages, are not acceptable, and will be disregarded. Application form must be filled out in English.

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

Shortlisted candidates invited to the interview phase, will be requested to provide, where applicable, copies of University diplomas listing the exams sustained, transcripts (that is, list of courses and grades and dates), for all pertinent university and vocational training courses.

Candidates’ individual telephone and email inquiries about the submission of their applications cannot be dealt with. All candidates will receive an answer indicating the outcome of their application.

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

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

Employment pre-requisites:
Candidates are invited to submit their application if:

- They are national 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 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 of the level required by the position, 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 must be eligible for a clearance. HQ MARCOM will take action to obtain the required security clearance from the successful candidate’s national authorities.