



SUPREME HEADQUARTERS ALLIED POWERS EUROPE

TALEO Job Number: 241288

Vacancy Number: G66/24

Post Number: OSC BXSX 1020

Job Title: Manager (Automation and Digit Change Implementation)

NATO Grade: 15

Basic Monthly Salary (12 x per year): 6,118.54€, tax free

Closing Date: Tuesday 24 September 2024

POST CONTEXT/POST SUMMARY

Supreme Headquarters Allied Powers Europe (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 the Supreme Allied Commander Europe (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 non-appropriated funds in Allied Command Operations (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 Financial Management Systems Office functions as the ACO central office for management and coordination of user aspects of the centralized Enterprise Resource Planning (ERP) systems and integrates contributions from other organisations to operate the financial system as a single ACO-wide system. The office directs and oversees over user aspects of development, implementation, and user operation of ACO elements of the ACO Financial System.

Under the direction of the ACO Financial Controller, FINAC directs and oversees all financial and contracting functional area activities across Allied Command Operations, and establishes/implements financial policies and procedures for ACO organisations.

Financial Management Systems (FMS) Office functions as the ACO central office for management and coordination of user aspects of the NATO Automated Financial System

(NAFS) and ACO Financial System (Financial Services - FinS), integrating contributions from other organisations to operate NAFS/FinS as a single NATO-wide system.

This post functions as providing expertise and functional support to the NATO-wide NAFS/FinS user community, but also to the section. The incumbent acts as the primary individual for implementing the new tools and solutions that will be selected from FINAC, as part of the digitalization process to support NATO 2030 and CIS Business continuity.

PRINCIPAL DUTIES

The incumbent's duties are:

1. Coordinate and analyse FINAC business requirements related to FinS digitalisation process;
2. Evaluate new products and technologies;
3. Provide leadership on introducing and advising technological changes;
4. Propose system improvements and system solutions to provide to ACO financial community efficient and modern system solutions;
5. Analyse and design system changes;
6. Produce and review deliverables of the project implementation;
7. Implement system changes;
8. Coordinate system changes with ACO and service provider stakeholders;
9. Advocate the system within the ACO HQs, facilitating the use of the ERP system and the progressive standardisation and digitalisation of processes on FinS-based systems;
10. Support and manage effective, efficient use of the FinS solution (based on Oracle Application Software);
11. Ensure that all design and configuration aspects are addressed and control and security mechanisms are established;
12. Provide training on new digitalized FINAC processes and solutions implemented;
13. Produce and track system change implementation project plan;
14. Prepare and report project status to ACO FINAC Management;
15. Perform other related duties as required.

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 180 days.

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.

ESSENTIAL QUALIFICATIONS

A. Professional/Experience

1. At least 3 years of experience in implementing and managing standard financial management systems or ERP systems such as Oracle e-Business Suite or SAP.
2. Strong project management skills and experience in leading teams in implementing system changes and improvements.
3. Experience in evaluating and integrating new products and technologies related to ERPs, financial, or acquisition management systems.

B. Education/Training

University Degree in business administration, engineering, economics, public administration, operations research, business process engineering or related discipline and 2 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 4 years post related.

C. Language

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

DESIRABLE QUALIFICATIONS

A. Professional Experience

1. Experience with the implementation or operation of government/public financial and acquisition management systems and more particularly with the systems that support NATO financial and acquisition and processes.
2. Experience with the provision of service desk functional support, user operational support, and training.

B. Education/Training

1. Being in possession of professional project management certifications such as PRINCE2, PMI or equivalent certifications.
2. Possessing professional IT service management certifications like ITIL or equivalent.
3. Having professional business analysis certifications such as those provided by the International Institute of Business Analysis (IIBA) or comparable organisations.
4. Other education or professional training directly related to the function to be performed such as formal training on Oracle EBS and other relevant software products.

ATTRIBUTES/COMPETENCIES

Personal Attributes: Functioning as the day-to-day interface between users of the automated accounting system and the consultants, the incumbent is required to exercise professional knowledge and accuracy in his/her dealings.

In this capacity, the incumbent will be expected to apply his/her expertise and sound judgement to solve the majority of problems which emerge on a routine basis.

He/she will deal with both professionals and non-professionals which requires patience, and interactive skills. He/She requires good communication skills.

Professional Contacts: The individual will be required to make working-level contact with staff from all NATO Headquarters/agencies and/or commercial organisations.

Contribution to Objectives: The incumbent is responsible for ensuring the availability of an important mission support and management system. The incumbent provides direct support to operational mission objectives through accurate processing of day-to-day transactions, being provided by new, modern capabilities. The incumbent contributes to mission objectives by proactively identifying problems for resolution by the section.

REMARKS:

Duration of contract: The successful candidate will fill this post as a Project Linked NATO International Civilian (PLN) with a three-year definite duration contract within the NATO 2030 Agenda. On expiry of this term the PLN will be deleted or absorbed into the ceiling pending approval or will exceptionally be considered for extension.

The salary will be the basic entry-level monthly salary defined by the NATO Grade of the post, 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.

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.

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 defence 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.

Applicants who prove to be competent for the post but who are not successful in this competition may be offered an appointment in another post of a similar nature, which might become vacant in the near future, albeit at the same or lower grade, provided they meet the necessary requirements.

We believe that all people are capable of great things. Because of this, we encourage you to apply even if you do not meet all of the criteria listed within this job description.

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.

More information to be found on these links:

[6 Tips for Applying to NATO Application Process](#)

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.

Remarks:

- A) Only nationals from the 32 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) 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.