NOTIFICATION OF VACANCY
AT JOINT FORCE COMMAND, POST-BOX 270, NL-6440 AG BRUNSSUM

Our Vacancy
Manager (Budget and Payroll)
NATO job title: Staff Officer (Budget and Payroll Management)

<table>
<thead>
<tr>
<th>Duty Location</th>
<th>JFC BRUNSSUM, The Netherlands</th>
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<tbody>
<tr>
<td>NATO International Civilian Grade</td>
<td>A-2</td>
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<tr>
<td>NATO Post Number</td>
<td>OJN RHCX 0060</td>
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<tr>
<td>Post filling date</td>
<td>1 October 2020 or asap after</td>
</tr>
<tr>
<td>DUE DATE for receipt of applications</td>
<td>8 March 2020</td>
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</tbody>
</table>

Are

- You a payroll professional with multiple years of experience to include managerial experience in budget management and payroll…..

Do

- You strive to deliver an accurate payroll each month and find challenge in furthering the development of your team as well as the payroll and budget administration and systems…………

- You subscribe to the founding principles of the NATO Organization and would want to work in an unique environment as a civilian member of a large military organization with military and civilian colleagues from over 29 different nationalities in Brunssum………………

In that case you want to continue reading.

Our Organisation
Allied Joint Force Command Brunssum (JFCB) is one of two operational-level military Headquarters (HQs) in NATO – the other being JFC Naples. Our HQ is located in Brunssum, in the most southern part of The Netherlands. JFCB provides a Joint Headquarters to plan, prepare and conduct operations to support NATO’s core tasks, at the Operational level, to include the Resolute Support mission. The Civilian Personnel Branch, with a staff of 12 civilians, is a shared services provider for developing, planning, executing and implementing policies and procedures pertaining to all activities on civilian staff human resources administration. The incumbent, assisted by 2 staff oversees all budgets and payroll processes for several categories of supported international as well as local civilian personnel.

Our Vacancy
The Manager Budget and Payroll:

✓ Oversees the correct execution of the payrolls for the international civilian staff (appr. 250) of the HQ and several supported organizations in full compliance with international rules and regulations.

✓ Oversees the correct execution of the payrolls for local civilian staff (appr. 150) of the HQ and several supported organizations in full compliance with Netherlands labour legislation and national collective labour agreements.

✓ Oversees the correct execution of the total payroll for civilian staff in crisis response operations in full compliance with NATO, international and host nation legislation.
✓ Calculates and submits the estimates of the budgets for supported payrolls and related costs for following and upcoming years.
✓ Manages and supervises the allocated current annual budget for supported payrolls and related costs.
✓ Proposes, develops, and implements new budgetary requirements in support of extraordinary requirements for international and local national civilian staff.
✓ Proposes changes in remuneration of local status employees on the basis of national trends.
✓ Represents the HQ when developing or changing policies regarding the remuneration of all civilian staff (international civilians, local wage rates, staff in crisis response operations, etc.).
✓ Provides expert advice on matters pertaining to remuneration payroll- and pension - structures / schemes of international and local civilian staff.
✓ Advises commanders/activity chiefs on all matters pertaining to remuneration and costs of civilian employment to assist them in the management of budgets and human resources.

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 typical Office environment. Normal working conditions apply. The employee may be required to undertake deployments in support of military operations and exercises, and/or other duty travel (TDY) assignments, both within and without NATO boundaries. Such operational deployment may exceed 30 days duration up to 183 days in any period of 547 days, and may be on short notice. For NATO International Civilian Staff, acceptance of an employment contract linked to this post constitutes agreement to deploy in excess of 30 days if required.

The successful candidate has the following qualifications:

**Essential qualifications**

**Professional Education / Knowledge / Experience**

✓ Higher Secondary education and completed advanced vocational training (e.g. Nld: HEAO) in accounting, finance, management, business administration, public administration, human resources management or related field/discipline leading to a professional qualification or professional accreditation, or University Degree in that field/discipline.
✓ At least four years related experience in budget administration and management, as well as payroll administration and management, in both areas, in supervisory positions.
✓ Prior experience in Human Resources, coupled with experience in payroll management or in a budgeting and/or accounting function.
✓ Professional experience in the field of fiscal and accounting operations.
✓ Proven knowledge of host-nation (Netherlands) labour laws and general aspects of major national collective contracts as they pertain to the remuneration and treatment of local wage rate/national wage scale personnel.
✓ Proven extensive experience working with MS Office (excel).
✓ Proven experience using financial systems (eg Oracle based).
✓ Professional Command of English (SLP 3333 - Listening, Speaking, Reading and Writing) in accordance with NATO STANAG 6001.
✓ Knowledge of the HQ Host nation language Dutch is required.
Preferred qualifications
- Up to date knowledge of NATO fiscal and social security.
- Up to date knowledge of Netherlands fiscal and social security (PDL).
- Up to date knowledge of NATO pension legislation.
- Up to date knowledge of Netherlands pension legislation.
- Very good knowledge of civilian personnel legislation.
- Proven experience with COTS HR/Payroll software (e.g. AFAS)

Personal Attributes/Competencies
The successful candidate:
- has excellent analytical thinking skills
- shows clarity and accuracy
- takes initiative
- is flexible
- has very good leadership skills
- has good interpersonal and communication skills.
- has poise, tactfulness, firmness and persuasion.
- must be able to work under high pressure with short deadlines.

The successful selected candidate needs to complete a NATO medical examination and obtain a NATO security clearance before an employment offer will be released. The medical examination will take place with our medical consultant and is required to determine if the recommended candidate is fit to perform the duties of the position and is deployable to NATO’s regional areas of operation.

DUE DATE for receipt of applications: 8 March 2020

Applicants are required to apply electronically through NTAP: https://nato.taleo.net/careersection/1/jobsearch.ftl?lang=en

Results of the initial screening for this post may be expected in week 13. Interviews for those invited after initial screening, may be expected 3 weeks thereafter (+/- week 16). The interview scheme might include a HireVue and/or other (written) test.