



JWC VACANCY
NOTICE 250134

Job Title: Section Head (Budget and Disbursing)

NATO Body: Joint Warfare Centre (JWC)

Primary Location: Stavanger, Norway

Schedule: Full-Time

Salary (Pay Basis): 111,740.00 NOK Monthly

Grade: G17 / A-3

Clearance Level: NATO Secret (NS)

Application Deadline: 9 March 2025

Description

“Are you an experienced budget and finance leader looking for a challenging opportunity to apply your expertise in an international organization? Join us at NATO’s Joint Warfare Centre (JWC) as the **Head of Budget & Disbursing**, where you will lead a dedicated team in a dynamic, multinational environment, driving financial planning and enabling strategic decision-making across a range of critical budget operations. This key role places you at the core of financial management within NATO, providing an opportunity to shape and guide the financial future of the JWC while supporting the delivery of its mission. If you're a proactive leader with a passion for excellence, international collaboration, and financial stewardship, we want to hear from you!”

SUMMARY

The JWC plans, prepares, and executes static and distributed joint operational level training in support of Warfare Development and Warfighting readiness. The Staff Advisory Group (SAG) provides general staff support, coordination, management, administrative service, and specialists' advice to the Commander/DCOM/COS. The Office of Budget & Finance (BUDFIN) is responsible for supervising the application and propriety of fiscal, budgetary and procurement policies and controls across all organisational elements of the JWC. The Budget and Disbursing Section is responsible

for financial planning, budget execution and disbursing for JWC and supported entities as directed.

The Section Head (Budget & Disbursing) provides advisory support, training and instruction within the above mentioned areas and budget support to the NCIA and personnel from other agencies on-site, and the NEC CCIS SSC at Kolsaas, through Service Level Agreements.

REPORTS TO

Head (Budget and Finance)

PRINCIPAL DUTIES

The incumbent's duties are:

- Responsible for the day-to-day planning and execution of the Joint Warfare Centre (JWC) and delegated budgets.
- Directs and supervises the work of staff in the Budget and Disbursing Section, as well as liaising with JWC Fund Managers in BUDFIN related matters.
- Develops guidance, prepares and produces the JWC and special and exercise annual budgets based on NATO Financial Regulations and other directives.
- Monitors the execution of the budgets and advises and informs on budget matters and the proper use of budget allocations. This includes close coordination with division heads and their fund managers on the execution and prioritisation of divisional allocations.
- Coordinates and prepares reports on budget status for management review and implements decisions made.
- Acts as focal point for JWC Boards in funding matters, and prepares JWC resource related submissions and positions for the ACT Board cycles.
- Coordinates and prepares the Medium Term Resource Plan (MTRP) and accompanying reports and follow up actions. This includes monitoring of the JWC requirements during the MTRP staffing and prioritization and participates in the screening and prioritisation process leading up to the presentation of budget proposals.
- Prepares and coordinates the Trimester Reports Budget Execution Reports (BER).
- Coordinates and approves payments from international funds.
- Produces budget allocation documents.
- Coordinates, facilitates and conducts lecturing and instruction in Budget and Disbursing subjects on behalf of the JWC.
- Prepares JWC submissions to and monitors documents from the Budget Committee, Investment Committee and the Resource Planning and Policy Board.
- Coordinates the JWC budget support to the Northern European Command Command and Control information System (NEC CCIS) Service Support Centre (SSC).

- Assists as a subject matter expert within NATO resource planning in the JWC EXCON (when time and primary duties permits participation).

Legal Authority Details: Legally accountable for banking arrangements with financial institutions and cash management arrangements negotiated with external NATO bodies.

Budget Authority Details: Holds the delegated authority to approve and carry out budget transfers within the HQ budget and elements of centralised budgets allocated to the HQ.

Decision Authority Details: Authority to make decisions within the assigned sub-functional area. Such decisions should be also coordinated within the functional area of the HQ and with the same sub-functional area in lateral, subordinate and superior HQs. Such decisions may affect the commitment of the command within NATO to a course of action.

ESSENTIAL QUALIFICATIONS

Education/Training

- University Degree in accounting, finance, management, business administration, 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.

Experience

- At least four years in a financial position in an international or national organisation.
- Experience in supervisory role.
- Good theoretical knowledge of budgeting and financial analysis techniques with the ability to defend complex funding requirements.
- Experience in using a financial management systems preferably Oracle Financials or equivalent and data processing and business intelligence tools.
- Practical experience in financial analysis and reporting using data processing and business intelligence tools.
- Experience in the coordination of financial issues cross-functionally.

Language

English –Advanced/Proficiency

DESIRABLE QUALIFICATIONS

Professional Experience

- Experience as a manager or team leader.
- Experience in an international organisation, preferably NATO or multinational organisation.
- Knowledge of project management tools (such as PRINCE 2).

Education/Training

- Advanced relevant university degree or equivalent (Master's, Professional designation).
- Training or courses in the use of quantitative analysis techniques.
- Training in process analysis, optimization and automation.

ATTRIBUTES/COMPETENCIES

- Personal Attributes: Good interpersonal and communication skills. Good health. Incumbent will require maturity, and firmness to lead his/her team. Must be able to analyse data and draw out financial management information. Sound judgement and tact are required when justifying budgets to NATO committees. The incumbent must be able to work under pressure. Regular travel on temporary duty may be required.
- Managerial Responsibilities: Provides budget management advice to the Financial Controller, appointed Budget Holders and Fund Managers. Ensures that budget cycle and MTRP deadlines are met and coordinates the JWC inputs. Directs the operation of Budget & Disbursing activities. Assists with the growth and development of his/her staff. Represents the Financial Controller on committees, working groups, meetings and conferences as required. Organises training and instruction in the Budget and Disbursing area for the JWC.
- Professional Contacts: Regular contact with JWC staff tasked with financial responsibilities. Coordinates frequently with HQ SACT, NCIA, NATO Office of Resources and ACO BUDFIN staffs. Assists the Financial Controller in defending the JWC budgets at the Budget Committee (BC) and at the BC Working Group's screenings. Represents the JWC view at the NATO Budgets Officer's and exercise planning conferences. Working level contacts with Norwegian governmental bodies.
- Contribution to Objectives: Has a major impact on the availability and efficient use of international funds. Gives advice which has direct impact on expenditure of funds and thereby the achievement of the organizations objectives. Directly impacts the funding of new and existing requirements.
- Supervisory Responsibilities: Directs and supervises the work priorities of a major unit in the HQ, providing professional guidance and instruction to the staff of the organisational element. Provides general guidance and advice within the

assigned sub-functional area. Dependent on requirements may be required to direct and supervise the work priorities of one or more HQ multifunctional teams. There are first line reporting responsibilities for the following number of staff: 1× OR-8; 1× B4/G10; 1× A2/G15.

WORK ENVIRONMENT

The work is normally performed in an office environment.

NOTE: The work both oral and written in this post and in this headquarters as a whole is conducted mainly in English.

HOW TO APPLY FOR A NATO CIVILIAN POST AT JWC:

JWC, as an equal opportunities employer, values diverse backgrounds and perspectives and is committed to recruiting and retaining a diverse and talented workforce. We welcome applications from nationals of all NATO Member States and strongly encourage women to apply.

Applications are to be submitted, in English, using the 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) will not be accepted.

NTAP allows for the adding of attachments. Candidates are to attach a copy of the qualification(s)/certificate(s) covering the highest level of education and vocational qualifications held to support their application.

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.

Applications will not be accepted after the deadline.

Remarks:

Notes for candidates: The candidature of NATO redundant staff at grade G17 / A-3 will be considered before any other candidates.

Notes for NATO Civilian Human Resources Managers: if you have qualified redundant staff at grade G17 / A-3, who wish to be considered for this post, please advise JWC Civilian HR no later than the closing date.

Contract:

The successful applicant will be offered a three year definite duration employment contract after which a further contract may be offered. Serving staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

Salary:

Starting basic salary is NOK 111,740.00 per month (tax-free). Additional allowances may apply depending on the personal circumstances of the successful candidate. For further details see [NATO Terms & Conditions](#).

For any queries, please contact the Joint Warfare Centre Recruitment Team at jwc.recruitment@nato.int.