

**Please note this post has been validated as permanent Civilian PE Post. However, the post is still subject to MC/NDWC approval.**

**TITLE: SECTION HEAD, S8**

**GRADE: G15/A-2**

**DIVISION: S8**

**DIRECTORATE: COMMAND GROUP**

**SECURITY CLEARANCE: NATO S E C R E T**

### **1. Post Context/Post Summary**

NATO Signal Battalion operates, maintains, and sustains Deployable Communication Information Systems (DCIS) to enable command and control (C2) in support of deployed NATO Headquarters and entities during Alliance operations, missions and exercises.

The Command Group provides and sustains command and control capabilities, in terms of support, coordination, management, administrative service, and specialists' advice to communication and information systems (CIS), in order to meet the CIS units' mission.

The S8 section plans and executes the NSB's budget.

The incumbent is responsible for the management of the S8 Section and the provision of financial services and the execution of all budgets within their area of responsibility. They also perform supervisory control for all NSB budgetary and financial processes and is the point of contact with the respective financial Host Nation's authorities.

### **2. Principal Duties**

The incumbent's duties are:

1. Accountable for developing the battalion budget estimates and the, Medium Term Resource Plan (MTRP) in coordination with NCISG Budget Office.
2. Accountable for execution of all budgets within his areas of responsibilities.
3. Responsible for summarizing budgetary data and identifying significant trends and deviation for short, medium and long term planning purposes.
4. Presents analyzed information, with potential courses of action, to the Command Group in order for them to make sound financial and policy decisions.
5. Accountable for maintaining all budget files in accordance with NFRs, FRPs, Resource Committees decisions and ACO directives, following all budget requirements, accreditation, proper and in time processing of all NSB submissions.
6. Accountable for enforcing financial aspects of Memorandums of Understandings, Garrison Support Arrangements, Local Administrative Arrangements, and Force Protection Security Arrangements related to fulfillment of Host Nation support in respective NSB geographical locations.
7. Serves as the primary point of contact for respective Host Nation's financial authorities in matters related to reimbursement of cost of Host Nation support provided to NSB at each location.
8. Accountable for the process of retrieving VAT and taxes from respective civilian financial Host Nation's authorities, when required.

9. Acts as primary advisor to the NSB Commander and Staff on all financial matters and in resolving issues related to financial management.
10. Accountable for examining and approving stakeholder's requisitions, verifying proper accounting and funding source as well as assigning correct funding codes.
11. Accountable for the process that ensures invoices received are matched to the correct purchase order and approves the payments for goods and services delivered.
12. Accountable for controlling the process of on-time invoices payment for good and services provided to NSB.
13. Accountable for the petty cash assigned to the NSB and acts as Cash Custodian.
14. Participates in Property Survey Boards when so delegated by the NCISG Finance and Accountable Officer (FAO) and financially overlooks property management cycle within NSB.
15. Participates in MWA Council as financial SME if so appointed by the NSB Commander.
16. Supervises, directs and provides guidance to personnel within S8 Section.
17. Provides prioritization to the Buyer for the procurement activities according to the tasks received by the NSB Chain of Command.
18. Supervises all the procurement activities when so delegated to the NSB in order to provide feedbacks to the requirement holders and to the NSB Chain of Command.
19. Supervises the development of the technical specifications to be used in solicitations to ensure it is understandable from a commercial perspective.
20. Provides D&G to the customer when requesting deviation from the normal procurement method.
21. As the Internal Control Officer function for the three financial areas, performs the following duties at NSB level:
  - Conduct reviews, assess and report on the system of internal financial and budgetary controls and a program of internal control review, covering internal controls activities such as: segregation of duties, avoidance of conflicts of interest, adequate audit trails, data confidentiality, integrity and availability etc.).
  - Conduct review, assess and report on enhance the five components of Internal Control within Finance: Control Environment, Communication, Assessing and Managing Risk, Control Activities and Monitoring with the aim of achieving the following goals: safeguard of assets; reliability and integrity of financial information; compliance with managerial and command policies; assessing efficiency and effectiveness; accomplishment of finance related goals and objectives; support establishing and maintaining guidelines for a system of internal control within finance and for contribution to the ACO and NCISG Statement of Internal Control.
  - When and if necessary, provide internal instructions on the system of the internal controls based on the ACO and NCISG guidance.
22. Performs his role following direction and guidance provided by NCISG J8 Division/Section/Office Heads within their respective area of responsibility.
23. Performs any additional duties as assigned by NSB Commander and/or by NCISG J8 within his/her functional dependency.

- Delegated Funding authority.
- As delegated by NCISG HQ J8

### **3. Special Requirements and Additional Duties**

The incumbent 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. This a mandatory deployment post. The incumbent may be required to undertake deployments in support of military operations and exercises, and/or TDY assignments, both within and outside NATO's 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 work is normally performed in a Normal NATO office working environment.

Normal Working Conditions apply.

The risk of injury is categorised as No risk / risk might increase when deployed.

### **4. Essential Qualifications**

#### **a. Professional/Experience**

The incumbent must possess the technical knowledge, skills and experience required to successfully perform the duties of the post.

Experience in financial related activities such as budgeting and executing, finance and accounting to include International Public Sector Accounting Standard (IPSAS), automatic financial management systems.

Professional experience in fiscal and accounting operations.

Extensive experience in the management of the formulation, structuring and execution of budgets.

Broad experiential background in Fund Management related areas.

Significant prior experience in one or more of the following roles: Fund Manager, Financial Resource Management, Budget Analyst.

#### **b. Education/Training**

University Degree in Finance, Accounting, Business Administration, Economics, Public Administration, Management or related discipline, with 2 years of function related experience, or Higher Secondary education and completed advanced vocational training leading to a professional qualification or professional accreditation, with 4 years post related experience.

#### **c. 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.

### **5. Desirable Qualifications**

### **a. Professional Experience**

Successful completion of a recognized automated financial management systems courses.

Experience with NATO Automated Financial System (FinS) and/or Oracle Financials.

Extensive experience and familiarity with NATO travel directives for military and civilian personnel.

Background in NATO Command Structure and familiarization with NATO Financial Management processes.

Experience as Budget Officer in NATO or other international or national organization.

Experience as manager or team leader; management experience or successful prior tours in financial functions; minimum of 4 years' successful performance in a related field in a management position which must include at least 1 year of supervisory duties.

Experience working in international/military deployable environment.

Previous practical experience in international, preferably NATO, budgeting and financial management. Hands-on experience with automated financial system(s).

### **b. Education/Training**

- NATO Host Nation Support Course (NHNSC) (LOG-LG-2707) provided by NATO - School Oberammergau (NSO)
- NATO C4ISR Orientation for Officers (CCC-SM-22206) provided by NATO Communications and Information Academy (NCI Academy)
- Resource Management Education Programme (RMEP) Course (ETE-FI-2708) provided by NATO - School Oberammergau (NSO)
- NATO Orientation Course (ETE-MW-3834) provided by NATO - School Oberammergau (NSO)

### **6. Attributes/Competencies**

- Personal Attributes: Demonstrates leadership. Facilitates collaboration between stakeholders who have diverse objectives. Takes all requirements into account when making proposals. Takes initiative to keep skills up to date. Mentors colleagues. Maintains an awareness of developments in the industry. Analyses requirements and advises on scope and options for continuous operational improvement. Demonstrates creativity, innovation and ethical thinking in applying solutions for the benefit of the customer/stakeholder.

- Managerial Responsibilities: a. Management of Workload:

This post represents an essential center of corporate knowledge in all financial domains, i.e. budget, contracting, finance & accounting and financial internal control which is essential to provide support to the NSB's mission and objectives. The incumbent represents the primary financial advisory to the NSB Commander whilst setting priorities and providing D&G to the S8 Staff. As such, it requires an in-depth knowledge and experience of both the public sector and commercial and private sector business processes, rules and best practices. They also require a broad range of knowledge in financial management and capacity to translate these processes in the NATO environment.

- b. Management/Control Workload of Others (Incl. Contractors):

The post represents the Head of the S8 Section at the NSB with supervisory responsibilities over three staff. The incumbent has to be capable to organize the activities of the S8 Section, prioritize tasks, assign timelines and propose changes to improve business processes, as necessary. As the focal point at the NSB level for financial internal control, he/she also has to monitor, implement and report internal control measures to ensure segregation of duties and compliance with NATO/ACO financial regulatory framework.

c. Financial Responsibility: the post holds Fund Manager (FM) responsibilities for the international funding assigned to the NSB and not allocated to other FMs within the Battallion.

d. Management/Control of Technical Resources: amongst other duties, the incumbent ensures through S-8 in coordination with S-4 and PAO that non-CIS assets are properly tracked, controlled and reported to J8 for further inclusion in the NCISG's Financial Statements.

This post reports to:

Deputy Commander - OF-3 . This post does not deputises anybody. This post is deputised by: Staff Assistant (Fiscal) - B4/G10

## 7. CONTRACT

**This is post is still subject to MC/NDWC's approval.** The successful candidate will be offered a 3-year definite duration contract, which may be followed by an indefinite duration contract. NATO International Civilians will be offered a contract in accordance with the provision of the NCPRs.

The basic entry-level monthly salary for a NATO Grade **15 (A-2)** in Italy is **Euro 5,939.03** 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.

## 8. INSTRUCTIONS TO APPLY:

HQ JFC Naples 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 JFC Naples with duty location **Naples**, Italy.

Please attach relevant certificates to the application.

Note that once you create your profile, you will be able to use it to apply for other vacancies within NATO.

**Please note:**

**Staff members are appointed to and hold posts on the establishment of a NATO body only on condition that:**

- **They are nationals 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 that 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 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 they must be eligible for a clearance. HQ JFC Naples will take action to obtain the required security clearance from the successful candidates' national authorities.

### **Remarks**

During crisis of MLE the incumbent is reassigned to the Crisis Establishment, where will carry out functions within the DCIS Support Group.