

**POST NO. : OJS BXBX 0031**

**LOCATION:** Headquarters Joint Force Command Naples (HQ JFCNP), Italy

**DIVISION:** Finance Directorate

**TITLE:** Staff Officer, Operations/Exercise

**GRADE:** G-17/A-3

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

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

Headquarters Allied Joint Force Command Naples provides a resilient, static Joint headquarters to plan, prepare and conduct operations across all domains from Baseline Activities and Current Operations (BACO), including deterrence, through Crisis, up to the Maximum Level of Effort (MLE), in order to support NATO's three core tasks, at the Joint Operational level, as directed by SACEUR. Supported by the Single Service Commands, Allied Joint Force Command Naples integrates allocated forces, including NATO Force Structure entities, and synchronises activity to achieve operational objectives. It maintains comprehensive, regional focused, situational awareness, leads contingency planning and directs exercises. It also provides out-of-theatre support to enduring NATO operations and could contribute specific Joint competencies to other NATO Command Structure or NATO Force Structure entities. It is capable of commanding a Joint Task Force operating within or beyond SACEUR's Area of Responsibility, with theatre enablement provided by a dedicated Joint Logistic Support Group Headquarters. It has the capability to deploy tailored elements to enable reconnaissance, liaison, and coordination, and support the Joint Commander. Synchronizes and integrates Joint and Combined armed forces within the Joint Operational Area (JOA) in support of a Joint Task Force.

The Finance Directorate is responsible for all financial management operations, the safeguard and the correct application of all appropriated and non-appropriated funds approved for use by JFCNP.

The Budget Branch is responsible for all budgeting activities in support of the JFCNP HQ, the JLSGNP HQ, Exercises and Operations and Missions under JFCNP AOR. It collects and analyses operational and organizational requirements for both static and deployable elements and prepares respective budgets.

It develops internal guidance and procedures, consolidates funding requirements, and prepares Military Budget Estimates. It monitors and administers the execution of international funds under JFCNP AOR and prepares Budget Execution Reports. It coordinates financial plans, and facilitates interfacing between operational requirements and funding requirements. It contributes to development of financial annexes, resource assessments, Technical Arrangements and MOUs. It coordinates and oversees funding requirements related to NATO Agencies.

As the Staff Officer Budget responsible for the Exercise Budget the incumbent will be expected to manage the financial implications of tasks assigned.

## **2. Principal Duties**

The incumbent's duties are:

- Supports and ensures the preparation of annual and mission specific financial plans (ARRP / CRP / MTFP / MTRP) and budget estimates.
- Supports the Branch Head in the requirement screening/validation process necessary for the allocation of military budget resources.
- Supports the Branch Head during the screening/approval process of the budget estimates at local/higher headquarters.
- Supports the Branch Head in the screening and validation of requirements submitted in preparation of the Medium Term Financial Plan (MTFP), Allied Operations Requirements resource Plans (ARRP), and the Consolidated Resource Proposal (CRP). Assists in the translation of requirements into financial resource demands and ensures their inclusion into the draft annual budget estimates and financial plans.
- Responsible to the Branch Head for the management, control and monitoring of the execution of Exercise budget estimates and financial resources allocated to the Allied Joint Force Headquarters to this purpose.
- Supports the Branch Head in ensuring the proper use of allocated international funds in accordance with the guidance and rules and regulations from NATO financial bodies.
- Directs, manages and controls the maintenance of accounts and statistics as required by the Branch Head.
- Supports the proper functioning of the Branch in support of Exercises in an effective and efficient manner.
- Undertakes work as part of a project team or working group as directed or assigned.

Legal accountability for HQ budget related financial arrangements. Budgetary control authority for the HQ.

Committee Participation: Specific Internal HQ Working Groups and Committees - Contributor

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

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 Normal NATO office working environment.

Normal Working Conditions apply. The risk of injury is categorised as No Risk.

#### **4. Essential Qualifications**

##### **a. Education/Professional experience**

- University Degree in Finance, Accounting, Business Administration, Economics, Public Administration or related discipline with 4 years of post-related experience, OR, Higher Secondary education and completed advanced vocational training in any of mentioned disciplines leading to a professional qualification or professional accreditation, with 5 years of post-related, and 2 years of function-related experience.

- Proven recent experience in Financial Management

- Experience preparing and advising on annual and mission-specific financial plans and budget estimates/forecasts

##### **b. Language**

English - SLP 3333 - (Fluent 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. Education/Professional experience**

- Advanced University Degree or post graduate diploma in Management Information Systems, Accounting, Economics, Finance, Business Administration, Management or related field.

- Experience as Budget Officer in NATO or other international or national organisation.

##### **b. Training**

• 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)

##### **c. Language**

English 4444 (Expert level)

## **6. Attributes/Competencies**

**Personal Attributes:** Broad experience in NATO budget, finance and funding in order to recommend optimum solutions on a variety of HQ budget-related issues.

Independent judgement is required in the analysis of non-recurring and changing issues.

Requires leadership qualities and the ability to foster teamwork.

He/she must be aware of management concerns (management identification) and be able to appreciate and exercise the appropriate controls to ensure that assigned goals are reached within the parameters established by applicable regulations and policy (management control).

Must display courtesy, tact, diplomacy, flexibility, mental alertness, and the capacity to work well under pressure and quickly respond to inquiries and problems.

**Managerial Responsibilities:** As the Staff Officer Budget responsible for the Exercise Budget the incumbent will be expected to manage the financial implications of tasks assigned.

**Professional Contacts:** Internal contacts at all managerial levels of the command ranging inclusive of Division Heads.

May represents JFC HQ in ACO working groups. Represents J8 in various working groups as deemed appropriate by the Finance Director and by the Branch Head.

External contacts, related to specific assigned responsibilities, include higher headquarters, other headquarters, including Host Nation Ministerial Representatives.

Internal and external contacts are for information, negotiations and discussions.

**Contribution To Objectives:** The successful planning and execution of the international budgets are an important contribution to the Command's objectives.

The incumbent plays a major role in this process and the performance impacts on the division, command and region achievements and helps the Financial Controller in establishing financial objectives for the Command.

The incumbent's actions will influence the HQ Commanders in respect to the allocation and consumption of NATO financial resources, and the achievement of NATO/HQ objectives.

**Supervisory Responsibilities:** May supervise deployed J8 Budget-staff when deployed.

There are no reporting responsibilities. This post reports to the Branch Head (Budget) - A4/G20. This post deputises for the Branch Head (Budget) - A4/G20. This post is not deputised by anybody.

## **5. CONTRACT**

The successful candidate will receive a three-year definite duration contract which may be followed by an indefinite 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 17 (A-3) in Italy is **Euro 7,055.72**, 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.

## **6. INSTRUCTIONS TO APPLY:**

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. The selected candidate will be affiliated to the NATO Defined Contribution Pension Scheme (DCPS).

For info please visit <https://www.nato.int/cps/en/natolive/86790.htm>