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

Our Vacancy:
Job Title: Staff Assistant (Budget and Payroll)
Post Number: OJN RHCX 0070
NATO Civilian Grade: B-5 – NATO Grade 12
Duty Location: Brunssum, The Netherlands
Post filling date: as of 1 May 2021
Closing date for applications: 17 January 2021

As of 1 April 2021 NATO will implement a new remuneration structure, known as the single salary spine. Therefore the new single salary spine references (“NATO grades”) are advertised next to the current ABCL grades.

Our organisation
Joint Force Command Brunssum (JFCBS) provides a Joint headquarters to plan, prepare and conduct operations to support NATO’s core tasks, at the Joint Operational level, as directed by Supreme Allied Command Europe (SACEUR). The Support Directorate is responsible for directing, monitoring and coordinating support staff functions & assists and advises regarding support planning & execution. The J1 Division is responsible for developing, planning, preparing, and executing the HQ’s human resource plans and programmes. The Civilian Personnel Branch is a shared services provider for developing, planning, executing and implementing policies and procedures pertaining to all activities on civilian staff administration. The incumbent assists in budget planning and is responsible for developing payroll calculations for supported civilian personnel.

The Staff Assistant Budget and Payroll:
- Produces and manages the payroll for the international civilian staff in full compliance with international rules and regulations.
- Produces and manages the payroll for local civilian personnel in full compliance with host nation labour legislation and national collective labour agreements.
- Produces and manages the total payroll for a crisis response operation in full compliance with NATO, international and host nation legislation, either from a reach-back setting or deployed in theatre, as directed.
- Provides calculation for the budget considering all changes in entitlement and allowances, based on local laws and organizational guidance, as well as for budgetary restrictions imposed by higher headquarters.
- Interacts at his own level with host national government offices in relation to payment of mandatory contributions and occupational health and safety matters.
- Interprets policy updates, theatre Civilian Personnel Policies, ACO and financial regulations and directive, and local directive and proposes policy update and changes in own functional area.
- Develops and monitors pay scales requirements applicable to crisis response operations.
- Assists in the collection of information for the development of pay scales proposals in crisis response operations.
- Participates as Subject Matter Expert in periodical wage surveys and salary reviews to civilian payroll in both peacetime and crisis response operations.
- Responsible for entering all civilian staff financial information into Financial System (FINS).
- Assists in the management of the allocated current annual budget for supported payrolls.
- Collects information affecting changes in remuneration of local status employees on the basis of national trends.
- Collects information in support of the development and changes of policy regarding the remuneration of all civilians (international civilians, local wage rates, etc.).
- Provides civilian staff with counselling on matters pertaining to remuneration social insurance, invalidity and pension.
- Assists in advising activity chiefs on matters pertaining to remuneration and costs of civilian employment.
- Replaces the Staff Officer (Budget and Payroll Management) in his absence.

**Special Requirements**
The work is normally performed in a normal NATO office working environment. Normal Working Conditions apply. The candidate has to be deployable. The employee may be required to undertake deployments in support of military operations and exercises, and/or TDY assignments, both within and without NATO boundaries. Such operational deployment may exceed 30 days of duration up to 183 days in any period of 574 days, and may be on short notice. For NIC staff, acceptance of an employment contract linked to this post constitutes agreement to deploy in excess of 30 days if required.

**Required qualifications**
- Professional experience in the field of fiscal control and accounting operations.
- Professional experience in the field of Host Nation payroll administration (at the level of eg Praktijk Diploma Loonadministratie).
- Knowledge of host-nation 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.
- Extensive experience working with MS Office Excel (advanced user).
- Experience working with MS Office Access.
- Experience using financial systems.
- Higher Secondary education and completed higher vocational training in accounting, finance, management, business administration, public administration, human resources management, law, social sciences, or related field / discipline leading to a formal technical or professional certification with 3 years related experience **OR** Secondary education and completed advanced vocational training in that field / discipline leading to a professional qualification or accreditation with 5 years related experience.
- English – good – NATO Standard Language Proficiency 3322 (Listening, Speaking, Reading and Writing) in accordance with NATO standard agreement (STANAG) 6001.
  
  **NOTE:** The work both oral and written in this post and in this Headquarters as a whole is conducted mainly in English.
- Dutch – good – NATO Standard Language Proficiency 3322 (Listening, Speaking, Reading and Writing) in accordance with NATO standard agreement (STANAG) 6001.
**Desirable Qualifications**
- Knowledge of host nation fiscal and social security.
- Experience applying host nation pension legislation.
- Experience in personnel administration.
- Experience with National and International insurance schemes.
- Experience in a military headquarters/international organization.
- Experience using Oracle based financial system.
- Host nation Payroll administration certificate (*Vakopleiding Payroll Services*).

**Personal Attributes**
The successful candidate possesses following competencies:
- Analytical Thinking - sees basic relationships;
- Clarity and Accuracy - monitors others' work for clarity;
- Customer Service Orientation - takes personal responsibility for correcting problems;
- Flexibility - acts with flexibility;
- Initiative - is decisive in a time-sensitive situation.

The successful selected candidate needs to complete a NATO medical examination and have 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 and is deployable to NATO's regional areas of operation.

Due date for receipt of applications: 17 January 2021
Candidates have to apply electronically in NATO Talent Acquisition Program: [https://nato.taleo.net/careersection/1/jobsearch.ftl?lang=en](https://nato.taleo.net/careersection/1/jobsearch.ftl?lang=en)

Salary advertised is the 2020 salary, 2021 salaries are subject to NATO Council approval.

**Please be aware that a Selection Board will assess the information provided in the application form. Attachments are supporting documents and should not be referred to in the application form.**

Results of the initial screening for this post may be expected early February 2021. Test and interviews for those invited are planned in the second half of February 2021. Prior to the test and interview there may be a Hire Vue interview.