



Joint Warfare Centre

JWC VACANCY NOTICE 210618

Job Title: Staff Assistant (Civilian Human Resources)

NATO Body: Joint Warfare Centre (JWC)

Primary Location: Stavanger, Norway

Schedule: Full-Time

Salary (Pay Basis): 59,980.00NOK Monthly

Grade: G-12

Clearance Level: NATO Secret (NS)

Application Deadline: 15 August 2021

Description

The Joint Warfare Centre (JWC) is looking for a versatile human resources administrator to join our team. The Staff Assistant (Civilian Human Resources) is principally responsible for payroll and salary-related allowances administration as well as day-to-day management of allocated budgets. The successful candidate will be a self-starter with strong administrative and interpersonal skills.

Summary

The JWC plans, prepares, and executes static and distributed joint operational level training in support of Warfare Development and Warfighting readiness. The Human Resources Management (HRM) Branch is responsible for the maintenance and development of the JWC Peacetime Establishment (PE); providing military and civilian human resources management and administration; and to coordinate, manage and implement the JWC individual training program.

The Staff Assistant (Civilian Human Resources) is responsible for providing principal assistance to the personnel administration and management of international civilian personnel in the JWC, the NATO Communications and Information Agency (NCIA) Squadron, Stavanger, and SHAPE NEC CCIS SSC, Kolsaas.

REPORTS TO

Civilian Human Resources Manager

PRINCIPAL DUTIES

The incumbent's duties are:

- Provides advice and guidance to staff on HR policy and procedures in prime area of responsibility.
- Operates the NATO civilian computerised payroll system (currently PMIS) for all supported sites (JWC, NCIA and NEC CCIS SSC). This involves making monthly inputs, running internal control reports and validating data changes, opens and closes pay cycles and performs periodic house-keeping tasks to ensure appropriate parameters are applied during salary calculation.
- Extracts data from PMIS using the report generator function and prepares supporting documents and associated electronic out-put for CHRM review and approval before further processing of the payroll by BUDFIN.
- Administers overtime requests.
- Informs staff of their entitlements under the NATO Civilian Personnel Regulations and provides personnel administration in respect of salary, allowances, pension and social security issues.
- Annual verification of allowances.
- Assists with the compilation of annual budget inputs for Chapter 1 and the Medium Term Resources Plan as required.
- Using CNAFS and other financial tools, assists with fund management for over 20 separate budget items associated with salary and allowances.
- Verify the monthly encumbrance details report. Update the monthly commitment plan.
- Prepares employer financial statements and declarations.
- Coordinates closely with host nation social security authorities and NATO's Group Insurers.
- Assists with audits by ensuring appropriate payroll and finance-related personnel records are maintained and easily retrievable.
- Coordinates separation to include pension, removals, travel and loss of job indemnity.
- Ensures that the Civilian HR SPS website is updated in prime areas of responsibility.
- Deputises for the CHRM as necessary during his/her absence.
- Acts as a member for NATO civilian selection boards when required.
- Participates in working groups and meetings on payroll/allowances and pension matters.

ESSENTIAL QUALIFICATIONS

Professional Experience

- At least 3-5 years of experience (depending on level of education) in human resources or payroll administration.
- Experience in implementation of personnel manuals, rules or staff regulations.
- Awareness of legal and financial implications of errors.
- Experience with fiscal routines which support HR decisions.
- Experience in the utilisation of automated payroll and Human Resources Information Systems.
- High level of verbal and written communications skills.

Education Training

- Higher Secondary education and completed higher vocational training leading to a formal technical or professional certification with 3 years function related experience, or
- Secondary education and completed advanced vocational training leading to a professional qualification or professional accreditation with 5 years post related experience.

Language

- English – Upper Intermediate/Advanced

DESIRABLE QUALIFICATIONS

Professional Experience

- Previous relevant experience in an international organisation, preferably NATO.
- Good understanding of the NATO Civilian Personnel Regulations.
- Experience in using Oracle-based software.
- Knowledge of host nation social security rules.
- Experience with NATO budget and fiscal processes.

Education Training

- Higher secondary education with an understanding of basic accounting and payroll principles.
- Higher vocational training in personnel administration, payroll, accounting or related fields leading to a formal technical or professional certification.
- Resource Management Education Programme (RMEP) Course (FIN-FI-2708) provided by NATO - School Oberammergau (NSO)
- NATO Staff Officer Orientation Course (ETE-IT-2834) provided by NATO - School Oberammergau (NSO)

Language

- English – Proficiency
- Norwegian - Intermediate

ATTRIBUTES/COMPETENCIES

- **Personal Attributes:** Very good interpersonal and communication skills with a focus on customer service. Applies knowledge to ensure smooth operation of everyday functions, to identify, evaluate and initiate the resolution of problems and to ensure compliance with prevailing procedures and regulations. A methodical approach and attention to detail are important attributes to ensure a high level of accuracy is maintained on tasks which may have legal and/or financial consequences. Must be flexible and able to work under pressure. Incumbent will be required to translate complex guidance in the determination and delivery of entitlements. A firm but friendly manner is essential when dealing with personnel.
- **Managerial Responsibilities:** Participates in selection boards or other special projects as directed. The post holder is required to maintain an overview of Civilian HR activities as he/she will deputise for the CHRM in their absence. Acts as a member for NATO civilian selection boards when required.
- **Professional Contacts:** Exchanges information regularly with JWC military and civilian personnel from senior officials to junior staff. Exchanges information extensively with BUDFIN staff. Maintains working-level contacts with NATO HQ staff responsible for PMIS configuration and administration. Participates in working groups and meetings on payroll/allowances and pension matters. Contacts with host nation social security authorities and NATO's Group Insurers to query entitlements.
- **Contribution to Objectives:** Provides essential human resources administration support and thereby assists 3 NATO bodies (JWC, NCIA and NEC CCIS SSC) to fulfil their legal obligations in accordance with the NCPRs.

WORK ENVIRONMENT

The work is normally performed in a typical 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 advised to attach a copy of the qualification(s)/certificate(s) covering the highest level of education and vocational qualifications held and any other requested certification 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 G12 / B-5 will be considered before any other candidates.

Notes for NATO Civilian Human Resources Managers: if you have qualified redundant staff at grade G12 / B-5, 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 59,980.00 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 civ.recruitment@jwc.nato.int