HEADQUARTERS, ALLIED MARITIME COMMAND

NOTIFICATION OF A "B" GRADE VACANCY
OPEN TO NATIONALS OF NATO MEMBER STATES ONLY

Post Number: OMC RHPX 0020
Job Title: Staff Assistant (Manpower)
NATO Grade: B-5
SECURITY CLEARANCE: NATO SECRET
Basic Monthly Salary: £ 4,132.34 tax free
Closing Date: 23 February 2020

1. POST CONTEXT
Allied Maritime Command is the Maritime Theatre Component Commander delivering 360 degree maritime focused awareness and connectivity while planning and commanding the full range of maritime operations.

The Support Directorate directs the delivery of operational support functions and activities.

The N1 Division is responsible for all matters pertaining to military and civilian manpower and personnel.

The Manpower Branch is responsible for the management of the HQ MARCOM PE.

The incumbent is responsible to the Branch Head for providing support on overall functions, in particular on HR policies and guidance as well as HRDS functions and capabilities.

2. DUTIES
The incumbent's duties are:

Integrated within the TMCC Functional Group Internal Support within HRM cell.
Integrated in the Personnel Recovery Action team (PRAT) when required.
Assists Leader of the Personnel Recovery Action Team (PRAT) in establishing the adequate personnel for the PRAT at all times.

Assists in the development and preparation of PE change proposal.

Tracks all PE Change proposals for the HQ and subordinate entities.

Consolidates all approved PE changes for the HQ and interacts directly with HHQ.

Ensures that all PE Change Proposals are accurately prepared for submission to IMS and in compliance with AAP-16.

Inputs manpower data into APMS and ERT functional area Systems.

Primary point of contact for creating and/or modifying all HQ MC Job Descriptions and Statement of Functions using the ERT.

Provides subject matter expert advice on the use of ERT, the writing of JDs to the HQ staff. Interacts directly with SHAPE HRM Section in trouble shooting ERT and HRDS problems and provides working level support and technical advice to the HQ Staff and subordinate commands on ERT.

In the absence of the Branch Head, attends ERT and HRDS workshops, conferences and meetings.

Contributes to the development of the HQ MC NATO Annual Manpower Plan (NAMP), strength and ceiling reports for submission to the HHQ. Collects and verifies NAMP inputs from the subordinate entities to ensure accuracy and compliance with the AAP-16.

Contributes to the Manpower Budget and Medium Term Financial Plan (MTFP) inputs and final submission to ensure manpower requirements are reflected and accounted for accurately.

Assists in coordinating and developing HQ MC manpower projections.

Develops and prepares statistical output for PE analysis for the ongoing NATO structural and PE review process.

Provides statistical analysis on HQ MC for briefings, reports, and point papers.

Assists in initiating and tracking Voluntary National Contribution/Interim Post requests for the HQ MC.

Performs Manpower studies as assigned. These may include examination and analysis of any activities or functions with the HQ MC organization, which may have direct financial or budget impacts.

Assists Brach Head in preparing and presenting briefings pertaining to Manpower.
Responds to taskings with minimum verbal instructions, based upon personal knowledge of salient facts, and ensures that outgoing documents conform to standard formats.

As administrator (HRDS Support) delivers HRDS training for all HQ users outside N1.

Acts as a Single Point of Contact (SPOC) with the HQ Helpdesk for reporting/progressing errors/queries/changes with HRDS in developing User requirements for workflows and developing reports for Command Group effectiveness/status information.

Assists in development of Computer Based Training/e-learning packages.

Supports HRDS Acceptance testing of new/updated systems.

Primary point of contact for APMS and ERT, "HRDS Super user", will investigate and escalate issues to SHAPE HRDS on behalf of HQ MARCOM. Additionally could also be involved in the conducting of APMS refresher training and the introduction of new procedures in HQ MARCOM.

Provides specialist advice to Divisions in creating/populating Non-PE and Exercise structures.

When it is needed, inputs, maintains and updates LOGFAS data. Creates Personnel reports, when required, using LOGFAS data.

Acts as the Deputy Divisional Security Officer.

Acts as the Deputy Divisional Terminal Area Security Officer (TASO).

Deputises the joining and leaving processing of all members of staff.

Submits observations in his/her area of expertise and contributes to the Lessons Learned process.

Responsible for the operation of the Division’s Travel Budget.

**SPECIAL REQUIREMENTS AND ADDITIONAL DUTIES**

The employee may be required to perform a similar range of duties elsewhere within the organization at the same grade without there being any change to the contract.

The incumbent may be required to undertake operational deployments and/or TDY assignments, both within and without NATO’s boundaries for up to 183 days in any period of 547 days.

This post has been identified as a source of manpower to fill a Crisis Establishment post in line with tiered reinforcement needs of ACO CEs.
The work is normally performed in a normal NATO office working environment / Secure office environment with artificial light and air (e.g. Bunker).

Normal working conditions apply.

The risk of injuries is categorized as: No risk / risk might increase when deployed.

3. QUALIFICATIONS AND EXPERIENCE

Essential

Higher Secondary education and completed higher vocational training in human resources management, business administration, law, social science or related field, public administration or related discipline leading to a formal technical or professional certification with 3 years function related experience, or Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 5 years post related experience.

At least three years’ experience in administration with at least two of these in a NATO personnel office.

HRDS (Automated Personnel Management System APMS & Establishment Review Tool ERT) training required.

Human Resources Data Services (HRDS) experience.

LOGFAS experience.

At least two years’ experience within a medium/large organization associated with information knowledge management functions.

General office software package experience.

Budget, fund/project manager or equivalent responsibilities experience.

SharePoint, EDMS and Tasker Tracker Plus experience.

Language

English – SLP 3322 – (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.

Desirable

Familiar with NATO administrative procedures.
Human Resources experience at HQ.

NATO or National Maritime Operations experience.

Terminal Area Security Officer (TASO) experience.

ACO Security or Divisional Security Officer (DSO) experience.

Personnel Recovery (PR) experience.

NATO COURSES:

- LOGFAS Staff Officer Course (LOGFAS Version 6.2.3) (CCC-ET-22242) provided by NATO – Communications and Information Systems School (NCISS).
- APMS in and out processing (ETE-ET-32148) provided by NATO – Supreme Headquarters Allied Powers Europe.
- Resource Management Education Programme (RMEP) Course (FIN-FI-2708) provided by NATO – School Oberammergau (NSO).
- NATO NCO Advanced Leadership Course (ETE-IT-3631) provided by NATO – School Oberammergau (NSO).

4. ATTRIBUTES/COMPETENCES

A. Personal Attributes

The incumbent must display initiative and judgment in dealing with a variety of tasks and issues. Must be quick thinker, able to handle last-minute requests. Uses own initiative to propose solutions for unexpected problems and determine which issues to refer to the Branch Head. Must be capable of handling details. Sound judgement and initiative are required for setting priorities within own area of autonomy and in recommending and implementing policy and procedural improvements. Good health, stress tolerance and ability to work long hours when required.

The incumbent must be able to express himself/herself persuasively, both orally and in writing.

Sound judgment, tact, initiative, poise, maturity, flexibility, plus the ability to assess problems, develop options and make prudent recommendations to the Division Head.

Professional Contacts
Executes duties and functions requiring frequent internal and external high-level contacts including coordination with civilian and military personnel at higher HQ. Sensitivity and tact are a must in dealing with external contacts. Routinely interacts with senior HQ staff and external military contacts. Examples of such contacts include:

- A variety of staff involved in personnel management and administration throughout ACO to provide or obtain advice, information, guidance and information/decision briefings and memos.
- With senior staffs within the Headquarters, up to and including Division Heads. The incumbent shall be expected to present briefings and participate in Flag-level meetings within the Headquarters.
- With Senior National Representatives from national support units, national/multi-national units. These meetings frequently require tact, clear explanation of policies, persuasion, quick thinking and sound judgment.

As the Division’s representative at crisis and/or operational planning working groups, the Assistant will frequently be called upon to provide persuasive, informational or decision briefings to senior staff of other organizations. Participants in such meetings routinely range in rank up to OF-4, and occasionally occur at even higher levels.

**Contribution to Objectives**

The incumbent contributes significantly to effective personnel management. The incumbent contributes to mission objectives by establishing, monitoring and improving the manpower and personnel policies. Failure to fully achieve success in all aspects of this effort would have a negative effect on achievement of the Commander’s plans, policies, and objectives of the Headquarters. The successful accomplishment of these tasks will directly contribute to the Commander’s ability to exercise C3 functions in accordance with his operational priorities. Specifically, the Assistant (Manpower):

- is the HQ’s adviser on military personnel policy and management, thus the plans developed and coordinated by the Assistant must meet the standing regulations.
- Educates, monitors and coached administrative staff on the proper and effective use of automated manpower management software. Checks and confirms that the HQ elements are following NATO policy on manpower and personnel.

This post reports to OMC RHPX 0020 – Office Head (Manpower) – OF-4.

**SUPERVISORY RESPONSIBILITIES:**
Some supervisory duties might be expected and the individual must have the ability to work competently without supervision. He/she must exercise the highest standard of integrity, acting with persuasion and consistency.

Supervises use of APMS and ERT.

5. CONTRACT

The successful candidate will receive a three-year definite duration contract which may be followed by an indefinite duration contract. NATO-serving staff members will be offered a contract in accordance with the NATO Civilian Personnel Regulations (NCPRs).

The basic entry-level monthly salary for a NATO Grade B-5 in UK is £4,132.34 (tax free) which may be augmented by allowances based on the selected staff member's eligibility.

6. HOW TO APPLY

HQ MARCOM uses NATO Talent Acquisition Platform. In order to apply for this vacancy, please visit the platform at: https://nato.taleo.net/carrersection/2/jobsearch.ftl?lang=en, and search for vacancies within HQ MARCOM.

Essential information must be included in the application form. Each question should be answered thoroughly. Expressions such as “please see attached CV”, or invitations to follow links to personal webpages, are not acceptable, and will be disregarded. Application form must be filled out in English.

Applications are automatically acknowledged within one working day after submission. In the absence of an acknowledgment please make sure the submission process is completed or, re-submit the application.

Shortlisted candidates invited to the interview phase, will be requested to provide, where applicable, copies of University diplomas listing the exams sustained, transcripts (that is, list of courses and grades and dates), for all pertinent university and vocational training courses.

Candidates’ individual telephone and email inquiries about the submission of their applications cannot be dealt with. All candidates will receive an answer indicating the outcome of their application.
Current and past civilians working for NATO or any Coordinated Organization, shall indicate their last grade and step held (next to the job title) and specify the name of employing NATO body or Coordinated Organization.

Qualified redundant staff of the same grade interested in this post should inform this office, via their HR/Personnel Office by not later than the vacancy's closing date.

**Employment pre-requisites:**

Candidates are invited to submit their application if:

- They are national 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 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 of the level required by the position, 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 must be eligible for a clearance. HQ MARCOM will take action to obtain the required security clearance from the successful candidate's national authorities.

Candidates must meet all the essential qualifications in order to be considered qualified. Should no qualified candidates are found, candidates not possessing all the essential qualifications may be considered. If such candidates are selected, they will be appointed at a lower grade and their employment contract will stipulate the conditions under which the grade attached to post can be granted and the employment contract confirmed.