

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

FOR ITS CIVILIAN HR OFFICE AT BRUNSSUM, NATO IS HIRING A

PAYROLL EXPERT

Our Vacancy:

NATO Job Title:	Staff Assistant (SA) Payroll and Budget
NATO Civilian Grade:	NATO Grade 12 (start salary is 4,914.62 EURO; this salary is exempt from income tax)
Duty Location:	Brunssum, the Netherlands
Post filling date:	as soon as possible
Closing date for applications:	Sunday 14 March 2021

NATO is an employer that values its people. Our staff comprises of both civilian and military colleagues. In Human Resources at NATO, we strive to recruit well-qualified, motivated civilians who can represent the diversity of our member States and who are able to make a difference.

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 JFCBS Civilian Personnel Branch is an HR shared services provider for developing, planning, executing and implementing policies and procedures pertaining to all activities on civilian staff administration. The incumbent is responsible for developing payroll calculations for supported civilian personnel and assists in budget planning. Host Nation is the Netherlands.

The SA Payroll and Budget:

- 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 own level with host national government offices in relation to payment of mandatory contributions and occupational health and safety matters.
- Interprets policy updates, financial regulations and directives, and local directives and proposes policy updates 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 civilian Manager Payroll and Budget in his absence, the team consists out of 3 members.

Special Requirements

The work is normally performed in a normal NATO office working environment. Normal Working Conditions apply. The candidate has to be deployable to mission (theatre) areas and will receive preparation and training hereto.

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. 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 host nation (the Netherlands) 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 e.g. Oracle, SAP.
- Professional experience in the field of fiscal control and accounting operations.
- 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 language skills – Very Good – (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.
- Dutch language skills – Very Good – (Listening, Speaking, Reading and Writing)

Desirable Qualifications

- Knowledge of host nation fiscal and social security.
- Experience applying host nation pension legislation, local civilian personnel participates in the ABP pension fund.
- Experience in personnel administration.
- Experience with national and international insurance schemes.
- Experience in a military headquarters/international organization.
- Experience using Payroll systems e.g. AFAS, UNIT4.
- 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. JFCBS will file the request for a NATO security clearance with your Nation.

Start salary in this grade is 4,914.62 EURO; maximum salary is 6,690.41 EURO; this salary is exempt from income tax in host nation.

Point of contact for all your job related questions is Mr Paul Dohmen, Manager Payroll and Budget. He can be contacted via 0031 45 526 2887 or paul.dohmen@jfcbs.nato.int

Due date for receipt of applications: Sunday 14 March 2021.

Candidates have to apply electronically in NATO Talent Acquisition Program: <https://nato.taleo.net/careersection/1/jobsearch.ftl?lang-en>

Please be aware that a Selection Board will assess the information provided in the application form. Candidates are requested to provide all relevant information in the text boxes on 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 by end of March 2021. 2021. Test and interviews for those invited are planned in the week of 12 April 2021. Prior to the test and interview there may be a Hire Vue interview.