



SUPREME HEADQUARTERS ALLIED POWERS EUROPE

TALEO Job Number: 241513

Vacancy Number: G67/24

Post Number: OSC BXXX 1010

Job Title: Staff Officer (FINAC Integration & Modernization)

NATO Grade: 15

Basic Monthly Salary (12 x per year): 6,118.54 €, tax free

Closing Date: 24 November 2024

Post Context/Post Summary

Supreme Headquarters Allied Powers Europe (SHAPE) provides an integrated Strategic Effects framework, employing a multi-domain and multi-region focus to create a 360-degree approach, with the flexibility to enable, upon direction, a seamless transition from Baseline Activities and Current Operations (BACO) up to the Maximum Level of Effort (MLE). SHAPE supports SACEUR in fulfilling his terms of reference, as directed by the North Atlantic Council.

The Finance and Acquisition Directorate (FINAC) is responsible for all international and multinational appropriated and non-appropriated funds in ACO. The responsibility encompasses supervision and oversight of subordinate ACO commands and development of financial and acquisition policies. The Directorate represents SHAPE/ACO in the Budget Committee, participates in the development of international agreements, the medium-term Common Funding Resource Proposal (CFRP), and the annual ACO budgets, and advises/assists the SHAPE Command Group with respect to Military Budget-funded requirements. The Directorate manages contracting, finance and accounting, budgeting and cash management activities across SACEUR's area of responsibility.

The FINAC Coordination Office provides direct support to the ACO Financial Controller for the coordination of FINAC activities within SHAPE and across ACO commands.

The incumbent will work within the Coordination Office and will be responsible for the management and coordination of the ACO FINAC Modernisation projects funded through the NATO 2030 framework, and the coordination of the effective integration of new NATO Command Structure (NCS) entities (e.g. JCF NF, JEWCS, and JSEC) within the ACO financial and acquisition processes.

Principal Duties

The incumbent's duties are:

1. Perform the role of project manager for all efforts and projects carried out under the NATO 2030 ACO FINAC Modernisation initiative.

2. Coordinate and integrate modernization actions relating to financial and acquisition processes across ACO commands.
3. Work with various Branches within the FINAC Directorate and the Finance Divisions of subordinate commands to ensure modernization and streamlining of financial and acquisition processes.
4. Develop statements of work and contribute to the establishment of contracts to support the design and implementation of FINAC modernization solutions.
5. Liaise with external organizations on best practices regarding financial and acquisition processes.
6. Participate in relevant NATO committees and working groups related to financial and acquisition modernization matters.
7. Liaise with the Directors of Finance and representatives of the Finance Divisions of new NCS entities for the coordination of efforts and activities to support the effective integration of the stated entities within ACO finance and acquisition processes and systems.
8. Coordinate FINAC contributions to the integration of new NCS entities within the SHAPE FINAC Directorate and across the Financial Divisions of ACO subordinate commands.
9. Perform other duties as required.

The incumbent will have delegated contracting officer representative authority for the contracts that support ACO FINAC modernization efforts.

The incumbent may have fund management authority for the ACO FINAC Modernisation actions.

Project Management authority in accordance with the specific project governance that may be established for ACO FINAC Modernisation project. Delegated message release authority for matters affecting assigned functional area.

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 incumbent may be required to undertake TDY assignments both within and without NATO's boundaries and be willing to work unsocial hours.

May be assigned to temporarily replace any other staff officer within the Division if required.

May be called upon to perform like duties elsewhere in the Headquarters, according to the exigencies of the service.

The work is normally performed in a Normal NATO office working environment.

Essential Qualifications

a. Professional/Experience

1. At least 2 years of function-related experience.
2. Experience in planning, organizing, coordinating, controlling, and/or evaluating the use of people, money, materials and facilities to accomplish assigned functions and tasks within the finance and/or acquisition domains.

b. Education/Training

University Degree in accounting, finance, management, business administration, public administration or related discipline and 2 years function related experience, or Higher Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 4 years post related experience.

c. Language

English - SLP 3333 - (Listening, Speaking, Reading and Writing)

Desirable Qualifications

a. Professional Experience

1. Experience performing substantially similar duties in a military or international organization.
2. Experience with NATO finance and acquisition processes.
3. Knowledge of the organization of the ACO finance and acquisition functions and processes.
4. Significant project management specialization training or experience.
5. Experience with the implementation of Robotic Process Automation, Artificial Intelligence/Machine Learning, and Intelligent Document Processing within the context of finance and acquisition processes.
6. Experience with the implementation or maintenance of ERP systems within the domains of finance and acquisition.
7. Experience with the implementation or maintenance of the financial and procurement modules of Oracle E-Business Suite.

b. Education/Training

PRINCE2 Practitioner certification or equivalent.

Attributes/Competencies

Personal Attributes:

- Strong analytical and problem-solving skills,
- Excellent communication and interpersonal skills,
- Ability to work independently and as part of a team,
- Adaptability and flexibility.

Professional Contacts:

The incumbent will be required to discuss and negotiate with various Branches within SHAPE Finance and Acquisition Directorate, ACO Finance Divisions, new NCS entities Finance Divisions, NATO governance bodies, as well as external organizations such as contractors supporting ACO FINAC modernization efforts.

Contribution To Objectives:

This factor covers the extent to which the post impacts, either directly or indirectly, on the work and objectives of the organisation and at what level, e.g. section, branch, division, etc. This factor also covers the extent to which the responsibility of the post impacts the organisation as a whole.

The post directly impacts the modernization and streamlining of financial and acquisition processes across ACO and the effective integration of new NCS entities within ACO, enabling the executability of the financial and procurement aspects of the DDA FoPs.

Remarks

The incumbent will participate in relevant NATO committees, governance bodies of future NCS entities (e.g., SPRCs) and working groups related to the integration of new NCS entities. The incumbent may be required to participate in Budget Committee meetings.

REMARKS:

Duration of contract: The successful candidate will fill this post as a Project Linked NATO International Civilian (PLN) with a three-year definite duration contract within the NATO 2030 Agenda. On expiry of this term the PLN will be deleted or absorbed into the ceiling pending approval or will exceptionally be considered for extension.

The salary will be the basic entry-level monthly salary defined by the NATO Grade of the post, 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.

NATO is committed to diversity and inclusion, and strives to provide equal access to employment, advancement, and retention, independent of gender, age, nationality, ethnic origin, religion or belief, cultural background, sexual orientation, and disability. NATO welcomes applications of nationals from all member Nations.

Building integrity is a key element of NATO's core tasks. As an employer, NATO values commitment to the principles of integrity, transparency, and accountability in accordance with international norms and practices established for the defence and related security sector. Selected candidates are expected to be role models of integrity, and to promote good governance through ongoing efforts in their work.

Applicants who prove to be competent for the post but who are not successful in this competition may be offered an appointment in another post of a similar nature, which might become vacant in the near future, albeit at the same or lower grade, provided they meet the necessary requirements.

We believe that all people are capable of great things. Because of this, we encourage you to apply even if you do not meet all of the criteria listed within this job description.

HOW TO APPLY FOR A NATO CIVILIAN POST AT SHAPE:

Applications are to be submitted using 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) are not accepted.

More information to be found on these links:

[6 Tips for Applying to NATO Application Process](#)

Shortlisted candidates will be requested to provide original documentary evidence and a set of copies supporting statements in their applications. Appointment is subject to obtaining a NS security clearance and a medical certificate.

Remarks:

- a) Only nationals from the 32 NATO member states can apply for vacancies at SHAPE.
- b) 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.
- c) Qualified redundant staff of the same grade interested in this post should inform this office, via their HR/Personnel Office by not later than vacancy's closing date.
- d) Candidates' individual telephone, e-mail or telefax enquiries cannot be dealt with. All candidates will receive an answer indicating the outcome of their application.

- e) NATO will not accept any phase of the recruitment and selection prepared, in whole or in part, by means of generative artificial-intelligence (AI) tools, including and without limitation to chatbots, such as Chat Generative Pre-trained Transformer (Chat GPT), or other language generating tools. NATO reserves the right to screen applications to identify the use of such tools. All applications prepared, in whole or in part, by means of such generative or creative AI applications may be rejected without further consideration at NATO's sole discretion, and NATO reserves the right to take further steps in such cases as appropriate.