



Organisation for Joint Armament Co-operation Executive Administration

VACANCY NOTICE

Post	A040 – Emoluments Section Leader
Grade	A2*
Division	Human Resources Division
Section	Emoluments
Management of Staff	1
Location	Bonn, Germany
Initial Contract Duration	3 years
Closing Date for Applications	31 March 2017
Start Date	1 December 2017
Interview Date	w/c 8 May 2017

1. Background

The Human Resource Division is responsible for the implementation of the Human Resource Management Process. This means that the purpose of the Division is to ensure that the necessary human resources are provided and managed in a cost-effective manner, in order to enable OCCAR-EA to meet its strategic objectives. The Division has also the responsibility to contribute to the promotion of morale and efficiency throughout the Organisation by providing an efficient and responsive personnel service. The Emoluments Section is responsible for the correct payment of emoluments and other entitlements for the staff members of the Organisation as well as the management of the social security and Provident Fund schemes.

2. Duties and Responsibilities

The Emoluments Section Leader reports to the Head of Human Resources Division and will be responsible for:

- **Payroll system:**

- * Ensuring accuracy of monthly payroll calculation, personnel entitlements/deductions, posting of payroll and delivery of authorisation reports to Finance Division

- **Emoluments:**

- * Interpretation of OCCAR Personnel Regulations policy and direct application of the rules as a matter of day-to-day work;
- * Actively provide input for update and improving of the OCCAR Personnel Regulations and other HR related documents;
- * Ensuring correct processing of personal entitlements (e.g. Installation Allowance, Removal expenses, Education Allowance, Loans/Advances);
- * Liaison with the Inter-Organisations Study Section on Salaries and Prices of the Co-ordinated Organisations;
- * Provide advice/assistance to individual personnel.

- **Budget/Finance:**

- * Prepare and produce the annual budget and Forecast of Outturn for all OCCAR Personnel costs;
- * HRD focal point for Accrual Accounting;
- * Management of In Year Expenditure;
- * Participation in budget screening meetings;
- * Identification and updating of costs resulting from OCCAR's contracts with OCCAR's Medical Insurer and Provident Fund Administrator.

- **Social Security Scheme/OCCAR's Medical Insurer:**

- * Supervising the correct execution of the contract with OCCAR's Medical Insurer and monitoring of reimbursement claims for medical expenses;
- * Advice/assistance to personnel on any matters related to the health insurance system;
- * Liaison and co-ordination with the OCCAR Medical Insurer.

- **Provident Fund/OCCAR's Fund Administrator:**

- * Supervising the correct execution of the contract with OCCAR's Fund Administrator;
- * Advice/assistance to personnel on any matters related to the Provident Fund;
- * Liaison with the Fund Administrator as required;
- * Act as secretary to the OCCAR Provident Fund Advisory Board.

- **Immunities, Privileges, Taxes and Fees:**

- * Advice/assistance to personnel on any matter related to immunities, privileges, taxes and fees;
- * Liaison with OCCAR's host nation authorities.

- **Personnel Management:**

- * Supporting the HR Division in recruitment and selection activities (e.g. conducting interviews) and in the preparation of HR workshops;
- * HR Division Risk Manager.

3. Competences and skills required for the post

- CS 1** The ability to establish and maintain excellent working relations at all levels in a multicultural context and with respect for diversity;
- CS 2** Excellent interpersonal and team working skills with the ability to interact and communicate at all levels within OCCAR as well as with Nations;
- CS 3** The ability to work in a changing, developing and demanding environment;
- CS 4** The ability to implement clear, efficient and logical approaches to work, to manage assignments, objectives and time;
- CS 5** The ability to use Computer and Information Technology (ICT) facilities and able to demonstrate a good working knowledge of MS Office software.

4. Knowledge and Experience

4.1 Essential:

- ES 1** Proven experience of establishing and managing budgets;
- ES 2** Experience of emoluments and contribution systems, preferably in an international organisation;
- ES 3** Experience of drafting papers, letters and documents to tight deadlines;
- ES 4** Experience with financial and/or payroll software tools;
- ES 5** Awareness of other defence related structures and organisations.

4.2 Desirable:

- DS 1** Knowledge and experience of HR management;
- DS 2** Awareness of the Co-ordinated Organisations' rules and regulations or similar systems;
- DS 3** Awareness of Through Life Management Principles.

5. Language Requirements

- Fluency, oral and written, in the English language.
- Adequate knowledge of at least one other OCCAR language would be an asset.

6. Qualifications

A higher secondary education or equivalent in the activities directly related to the tasks described is highly desirable.

7. Security Clearance

Security clearance at OCCAR Secret level is required for this post.

8. Applications and Points of Contact

For further information regarding this Post, please contact:

Alison BRADSHAW (Head of Human Resources Division)

Email: Alison.bradshaw@occar.int

Applications for this Vacancy Notice should be submitted through the appropriate National Administrations.

Applicants who are **not** Ministry of Defence staff wishing to apply for this Post should email the completed application and supporting documentation to B009@occar.int