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FM STAMADIFESA
TO STATESERCITO UFFICIALI
MARIUGP
PERSAEREO
CARABINIERI COMANDO
INFO SEGREDIFESA - PRIMO ROMA
MARISTAT
ITALNAMSO

BT

NON CLASSIFICATO

SIC WAA/QAA

SMD 112/0053496/P.12.14/2510

OGGETTO: BANDO DI CONCORSO A "STATUS INTERNAZIONALE" PRESSO LA NATO MAINTENANCE AND SUPPLY AGENCY (NAMSA) IN CAPELLEN (LUSSEMBURGO).

RIFE F. N. ITN/NT/291/P.01.06 DATATA 9 GIUGNO 2011 DI ITALNAMSO.

1. ITALNAMSO, CON IL FOGLIO A CUI SI FA RIFERIMENTO, HA INOLTRATO IL BANDO DI CONCORSO PER LA POSIZIONE N. FF-89 "SENIOR OFFICER (LO)" - DI GRADO A-3 (MAGGIORE), PRESSO L'ENTE IN TITOLO.

2. LE EVENTUALI CANDIDATURE, CORREDATE DALLA SCHEDA BIOGRAFICA IN LINGUA ITALIANA DALLA "APPLICATION FORMS" E DAL "POST REQUIREMENTS FORM" (FORMATO WORD SCARICABILE DAL SITO INTERNET DELL'AGENZIA - WWW.NAMSA.NATO.INT/VACANCIES) IN LINGUA INGLESE, IN DUPLICE COPIA (ORIGINALI E CON FIRMA AUTOGRAFA) E SU SUPPORTO INFORMATICO (FORMATO PDF CON MEDESIMA FIRMA AUTOGRAFA), IN RAGIONE DEI SUCCESSIVI ADEMPIMENTI PER LA LORO FORMALIZZAZIONE, DOVRANNO PERVENIRE ALLO STATO MAGGIORE DELLA DIFESA ENTRO IL 16 AGOSTO 2011, PER ESCLUSIVO TRAMITE DEGLI ORGANI DI IMPIEGO DI FORZA ARMATA.

3. IL BANDO SARA' PUBBLICATO SULLA PAGINA WEB DELLA DIFESA "WWW.DIFESA.IT", PERCORSO STATO MAGGIORE DELLA DIFESA/ STAFF DELLO STATO MAGGIORE DELLA DIFESA/ REPARTI/ I REPARTO/ IMPIEGO DEL PERSONALE/ BANDI EMESSI DA ENTI INTERNAZIONALI/BANDI PER POSTI A STATUS INTERNAZIONALE IN ATTO.

FIRMATO D'ORDINE IL CAPO UFFICIO IMPIEGO DEL PERSONALE

P.D.C. 1° MAR. LGT (EI) GUIDO 2.3753

BT

LDI:

- UFFICIO GENERALE DEL CAPO DI SMD; - UFFICIO DEL SOTTOCAPO DI SMD;
- II REPARTO; - III REPARTO; - IV REPARTO; - V REPARTO; - VI REPARTO;
- UGPPB; - UGAG; - UGESAN; - UFF. AMMINISTRAZIONE; - UPU.



N A M S A

NATO MAINTENANCE AND SUPPLY AGENCY
AGENCE OTAN D'ENTRETIEN ET D'APPROVISIONNEMENT

FRANK PEDERSEN

CHIEF OF HUMAN RESOURCES DIVISION
CHEF DE LA DIVISION DES RESSOURCES HUMAINES

AP/2011/26/50-BOD DB/sd

31 May 2011

TO : NAMS Board Members of ALBANIA, BELGIUM, BULGARIA, CANADA, CROATIA, CZECH REPUBLIC, DENMARK, ESTONIA, FRANCE, GERMANY, GREECE, HUNGARY, ICELAND, ITALY, LATVIA, LITHUANIA, LUXEMBOURG, the NETHERLANDS, NORWAY, POLAND, PORTUGAL, ROMANIA, SLOVAKIA, SLOVENIA, SPAIN, TURKEY, UNITED KINGDOM and the UNITED STATES.

SUBJECT : **Notification of vacancy.**

1. The following position will become vacant on 09 July 2011 in the FINANCE DIVISION, LO MMC Support Unit, at NAMSA, in Capellen, G. D. Luxembourg:

FF-89 - Senior Officer (LO) - Grade A-3.

2. The incumbent of this post will be expected to deploy to specified areas in support of NATO council approved operations requiring civilian support.

3. The above mentioned addressees are requested to nominate qualified candidates within the period of THREE months in accordance with the terms of Directive N° 512. Consequently, the application forms should reach NAMSA by **07 September 2011**. The NAMSA Human Resources Division shall let the candidates know in due course the outcome of the screening process.

4. **Candidates should return the standard NAMSA application form, the post requirements form and the medical questionnaire duly filled and preferably by e-mail to the following address: hr@namsa.nato.int. They should also attach a certificate of physical fitness (PDF). Applications which do not fulfill the above mentioned prerequisites will be automatically rejected.**

5. To facilitate invitations and correspondence, **candidates are requested to provide an e-mail address and a phone number.**

6. The Agency would appreciate support from the addressee countries by their submission of candidates whose security clearance can be effected rapidly and who could report for duty as soon as possible after selection.

7. The position description is attached for the convenience of candidates.

D. BELLINI
Chief of Branch

ORIGINAL : English Positions No. FF-85, 89
DATE VALIDATED : 16 May 2011 Job Code: A41
VALIDATED BY : C. J. Rose

NAMSA

SERVICE : FINANCE DIVISION, LO MMC Support Unit

POST : Senior Officer (LO)

GRADE : A-3

RESPONSIBILITIES : The incumbent is functionally responsible to the Chief of Finance Division (FF) through the Principal Finance Officer (LO) for performing the functions below under the authority of the Director of Finance and carried out according to the established policy and guidance from Finance Directorate (F). He/she is responsible to the Programme Manager of the Programme Office to which he/she is assigned for the operational performance of the financial functions delegated to the Programme Office. More precisely, he/she is responsible for performing the following functions:

General Responsibilities:

- Assisting in organizing the work of and supervising the Financial Staff assigned to the Programme Office and replacing them as necessary.
- Ensuring that work is performed in accordance with financial procedures and monitoring, guiding and assisting the Financial Staff (or other staff performing finance work) assigned to the Programme Office.
- Preparing operational budget documents on projects for which he/she has responsibility.
- Preparing the administrative cost documents on projects for which he/she has responsibility; including annual recomputation of costs for future years in accordance with changes in economic conditions and the computation of specific offers for new work and renewal of agreements with customers.
- Ensuring that there is a financial accounting "audit trail" in his/her area of assigned responsibility.
- Reporting regularly on the status of the finance functions in the Programme Office to the Programme Manager and the Chief of Finance Division.
- Liaising with Finance staff in order to ensure proper billing, budgetary management and financial accounting of the Programme Office.
- Replacing an equivalent A grade within Central Finance as required.
- If required, undertaking deployments, including duty travel, in direct support of NAC-approved operations/missions.
- Performing other related functions as required in peacetime and any other appropriate functions assigned in times of crisis or war.
- In the event of crisis or war the incumbent will, subject to the agreement of his/her national authorities, remain in the service of NAMSA.

Specific Responsibilities:

- Coordinating with the Programme Manager on the daily work.
- Informing the Programme Manager on the accounting procedures and policies affecting the Programme Office.
- Following up on deficiencies in the Programme Office reported by the Programme Manager or Finance staff.

- Reviewing regularly the financial situation of the Programme Office with the Programme Manager and Finance staff concerned.
- Coordinating budget development and providing oversight of budget execution; documenting budget allocation and calls to the nations for funds.
- Preparing and maintaining statistics and providing monthly reports for management of the Programme Office operational budget(s).
- Attending meetings, preparing reports/correspondence relating to budgetary, financial or accounting matters of the Programme Office.
- Assisting the Programme Manager in financial issues as requested.
- Supervising the co-located finance staff and exercising functional supervision of finance work performed in the Programme Office.

QUALIFICATIONS REQUIRED:

General Qualifications:

- University degree or equivalent education.
- Recognized accountancy qualification or equivalent training and experience.
- Good knowledge of and experience in budget preparation and control, and general accounting in an automated environment.
- Demonstrated flexibility and practical approaches to performing assigned work.
- Good experience in managing staff.
- Knowledge of information systems at end-user level with experience in using personal computers and software packages.
- Good knowledge of one of the two official NATO languages and working knowledge of the other.
- A "NATO SECRET" security clearance.

Specific Qualifications:

- Good experience in general accounting and reporting software.
- Experience in electronic invoicing.
- Experience in the use of integrated financial accounting software such as Systems, Applications and Products (SAP).
- Knowledge of NATO Security Investment Programme (NSIP) and Budget Committee (BC) procedures would be an asset.

ADDITIONAL INFORMATION:

- Good knowledge of the second official NATO language would be an asset.

Note:

- Travel to or work in locations outside of NATO area by seconded staff will be in accordance with national policy.



N A M S A

AGENCE OTAN D'ENTRETIEN ET D'APPROVISIONNEMENT
NATO MAINTENANCE AND SUPPLY AGENCY

POST REQUIREMENTS FORM

This form, duly completed, should be sent by e-mail to: hr@namsa.nato.int

Alternatively, copies may be sent via telefax or in hard copy to:

NAMSA Human Resources Division (AP),
11, rue de la Gare, L-8302 Capellen, Grand-Duchy of Luxembourg

Telefax : +352 – 3063 – 4540

1. Name
2. Position Title SENIOR OFFICER (LO)
3. Reference 50/2011
4. Position Number FF-89
5. Grade A-3
6. Deadline 07.09.2011
7. Interview Date TO BE FIXED

DEAR APPLICANT,

This form has been specifically designed to aid the NAMSA Human Resources Division (AP) in assessing whether or not you meet the general and specific qualifications requirements of the aforementioned post as advertised. If you are applying for more than one vacant post listed in separate advertisements, it will be necessary for you to complete a separate form for each vacancy. The form consists of 2 parts. You are required to make entries in **all** blocks in **both** parts.

- Part 1 lists the General Qualifications of the above post.
In completing each block in part 1, you must provide factual information stating how you meet the respective general qualifications quoted.
IMPORTANT : If you do not fulfill MOST of the General Qualifications, we strongly advise you not to proceed with your application.
- Part 2 lists the Specific Qualifications, desirable for the above post.
In completing each block in part 2, you must either provide factual information stating how you meet the respective specific qualifications quoted or indicate that you do not meet it.

The form is to be completed electronically and forwarded to the NAMSA Human Resources Division (AP) (hr@namsa.nato.int). It will be attached to your candidature and to your updated CV (not mandatory).

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY

Expressions such as: "please see *attachment*", "*annex*", "*enclosed document*", "*CV*", or short answers as "*yes*", "*no*" etc., are not accepted. Applications which do not fulfill the above mentioned prerequisites will not be processed.

PART 1 - GENERAL QUALIFICATIONS

1) University degree or equivalent education.

2) Recognized accountancy qualification or equivalent training and experience.

3) Good knowledge of and experience in budget preparation and control, and general accounting in an automated environment.

4) Demonstrated flexibility and practical approaches to performing assigned work.

5) Good experience in managing staff.

6) Knowledge of information systems at end-user level with experience in using personal computers and software packages.

7) Good knowledge of one of the two official NATO languages and working knowledge of the other.

PART 2 - SPECIFIC QUALIFICATIONS

1) Good experience in general accounting and reporting software.

2) Experience in electronic invoicing.

3) Experience in the use of integrated financial accounting software such as Systems, Applications and Products (SAP).

4) Knowledge of NATO Security Investment Programme (NSIP) and Budget Committee (BC) procedures would be an asset.

PART 3 - COMMENTS

1) The incumbent of this post will be expected to deploy to specified areas in support of NATO council approved operations requiring civilian support.

"I understand that the information provided by me above will be used in determining my qualifications for possible employment/career with NAMSA. I realize that any false statement or omission even if unintended on my part, may lead to the cancellation of my application or may render a future appointment liable to termination."

NAME _____

SIGNATURE _____

DATE _____