



Organisation for Joint Armament Co-operation Executive Administration

VACANCY NOTICE

Post	A040 - EMOLUMENTS SECTION LEADER
Grade	A3*
Division	Human Resources Division
Section	Emoluments Section (Payroll & Allowances)
Management of Staff	3
Location	Bonn, DE
Initial Contract Duration	3 years
Closing Date for Applications	12 January 2024
Start Date	01 March 2024
Interview Date	Week commencing on 22 January 2024

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 liable to:

Payroll system:

- Ensure the accuracy of monthly payroll calculation, personnel entitlements/deductions, posting of payroll and delivery of authorisation reports to Finance Division.

Emoluments:

- Ensure the correct process of personal entitlements (e.g. Installation Allowance, Removal expenses, Education Allowance, Loans/Advances);
- Interpret the OCCAR Personnel Regulations policy and direct application of the rules as a matter of day-to-day work;
- Oversee and manage the internal control systems and procedures;
- Contribute to set guidelines and procedures in line with other the International Organisations and the Co-ordinated Organisations;
- Provide advice/assistance to individual personnel on all emolument related issues;
- Contribute to policy development providing input for update and improving of the OCCAR Personnel Regulations and other HR related documents.

Budget/Finance:

- Prepare the annual budget and Forecast of Outturn for all OCCAR Personnel costs;
- Act as HRD focal point for Accrual Accounting;
- Manage commitments of In Year Expenditures and Carry Forward;
- Assist in budget screening meetings.

Social Security Scheme/OCCAR's Medical Insurer:

- Oversee and manage OCCAR's funds related to OCCAR's Medical Insurer and Provident Fund Administrator;
- Manage and conduct the negotiation of OCCAR's Health Insurance contract and monitor the correct execution of the claim and the reimbursement process claims for medical expenses;
- Advice/Assist personnel on any matters related to the health insurance system.

Provident Fund/OCCAR's Fund Administrator:

- Supervise the correct execution of the contract with OCCAR's Fund Administrator;
- Advice/Assist the personnel on any matters related to the Provident Fund and/or Define Benefit Pension Scheme;
- Liaise with the Fund Administrator as required;
- Support all activities related to the OCCAR Provident Fund.

Immunities, Privileges, Taxes and Fees:

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

Personnel Management:

- Lead the Emoluments Section Team;
- Support the HR Division in recruitment and selection activities (e.g. conducting interviews) and in the preparation of HR workshops;
- Assist the Head of HR in the Divisional Risk Management;
- Perform other duties as directed by the Head of Division.

3. Key competences and skills required for the grade

(You must provide evidence of meeting these key competences and skills in your Application, Section 12).

- CS 1** The ability to establish and maintain excellent working relationships 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 be able to demonstrate an advanced working knowledge of MS Office software.

4. Specialist knowledge and experience required for the post

(You must provide evidence of meeting these specialist requirements in your Application, Section 11).

4.1 Essential:

- ES 1** Deep knowledge and proven experience of establishing and managing payroll associated with administrative and financial management principles and procedures (minimum of three years);
- ES 2** Proven experience of managing social security systems, preferably in an international organisation;
- ES 3** Experience with an Enterprise Resources Planning financial system and/or payroll software tools;

ES 4 Experience of setting guidelines and procedures, letters and documents to tight deadlines;

ES 5 Proven ability to lead a section.

4.2 Desirable:

DS 1 Knowledge and experience of HR management;

DS 2 Awareness of HR services and process that impact on finance department processes;

DS 3 Awareness of the Co-ordinated Organisations' rules and regulations or similar systems;

DS 4 Experience in recruitment.

5. Language Requirements

An adequate knowledge¹ of at least two of the OCCAR languages (English, French, German and Italian), one of them being English.

6. Qualifications

A Bachelor degree education and appropriate professional experience of at least 3 years 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:

Sobia MIRZA (Head of Human Resources Division)

Email: sobia.mirza@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, B010@occar.int and B015@occar.int.

OCCAR Privacy Statement:

When applying for an OCCAR vacancy, it is necessary for OCCAR to collect and process personal data about you in order to assess and evaluate your suitability for the vacancy, and (if successful) to coordinate with relevant service providers in preparation of your appointment. For further information please visit our web-site: OCCAR Privacy Statement - <http://www.occar.int/privacy-data-protection>.

¹ The language levels can be found on the OCCAR website, www.occar.int Human Resources / Applying for OCCAR posts.