

Section Head (Infrastructure Management) (251545)

Status

Draft

Recruiter

Turco, Sabrina

Status Details

Draft

Hiring Manager

Carbone, Antonella Maria

Primary Location *

Italy > Naples

Requisition Type

Professional

Hired Candidates

0 out of 1

Vacancy Administration

Identification

Requisition Title

Section Head (Infrastructure Management)

Post Number

OJS ZSLM 0010

Number of Openings

1

Grade

NATO Grade G17

Clearance Level

NS

Eligibility

All NATO member states

Justification

Replacement

Structure

Organization *

Agency

Joint Force Command Naples (JFCNP)

Primary Location *

Country

Italy

City

Naples

Job Field *

Domain

Public Relations

Owners

Recruiter

Turco, Sabrina

Hiring Manager

Carbone, Antonella Maria

Recruitment Assistant

De Luca, Marco

User Group

User Group

JFCNP

Candidate Selection Workflow

Candidate Selection Workflow
NTAP Workflow

Profile

Shift	Schedule
Day Job	Full-time

Compensation

Currency	Pay Basis	Minimum Salary
Euro (EUR)	Monthly	7055.72

Budget

Currency - Budget Section
Euro (EUR)

Selection Plan

Selection Tools
Written test, Interview, Web Interview

Vacancy Notice

Internal Description

Description - Internal

TITLE: Section Head (Infrastructure Management)
LOCATION: Headquarters Allied Joint Force Command Naples; Naples (ITA)
GRADE: G-17
BASIC SALARY: Euro 7,055.72
DIVISION: BASE SUPPORT GROUP
DIRECTORATE: Management
SECURITY CLEARANCE: NATO S E C R E T
VACANCY N ° : OJS ZSLM 0010

1. Post Summary

Headquarters Allied Joint Force Command Naples provides a resilient, static Joint headquarters to plan, prepare and conduct operations across all domains from Baseline Activities and Current Operations (BACO), including deterrence, through Crisis, up to the Maximum Level of Effort (MLE), in order to support NATO ' s three core tasks, at the Joint Operational level, as directed by SACEUR. Supported by the Single Service Commands, Allied Joint Force Command Naples integrates allocated forces, including NATO Force Structure entities, and synchronises activity to achieve operational objectives. It maintains comprehensive, regional focused, situational awareness, leads contingency planning and directs exercises. It also provides out-of-theatre support to enduring NATO operations and could contribute specific Joint competencies to other NATO Command Structure or NATO Force Structure entities. It is capable of commanding a Joint Task Force operating within or beyond SACEUR ' s Area of Responsibility, with theatre enablement provided

by a dedicated Joint Logistic Support Group Headquarters. It has the capability to deploy tailored elements to enable reconnaissance, liaison, and coordination, and support the Joint Commander. Synchronizes and integrates Joint and Combined armed forces within the Joint Operational Area (JOA) in support of a Joint Task Force.

The Management Directorate integrates, coordinates and implements services and activities to support, facilitate and contribute to the full JF HQ mission spectrum.

The Base Support Group is responsible for the Real Life Support (RLS) of the HQ and its staff (including families).

The Infrastructure, Storage & Supply Branch is responsible for the Infrastructure Management, the Supply & Warehouse and Health & Environmental Safety.

The Infrastructure Management Section is responsible for the overall direction, management and coordination of engineering and maintenance functions to include engineering support, facilities maintenance, civil works and utilities procurement for JF HQ Naples and supported elements in accordance with relevant Host Nation (HN) Support Agreement.

The incumbent is a Senior Engineer responsible for HQ facility engineering operations, overall planning and coordination of engineering support and facilities maintenance of the HQ, in compliance with HN Support Policy services, utilities, financial and budget control, infrastructure planning and coordination and implementation of major construction projects.

2. Principal Duties

The incumbent's duties are:

- Responsible for the coordination and verification of all aspects of engineering operations pertaining to maintenance, repair, construction and all other services provided by the Host Nation (HN) and/or procured by the NATO Headquarters.
- Responsible for the execution of all the funds allocated to the organisational element (approximately EUR 5,000,000 per year) in accordance with higher-level financial policies and guidelines, and NATO directives and regulations.
- Supervises and coordinates the development of the financial expenditures plan required by the Fund Manager for the preparation of the yearly Budget, Medium-Term Resource Plan / Consolidated Resource Proposal (CRP) and the periodic Budget Execution Statements.
- Supervises and coordinates the preparation and execution of the Reimbursement Program for the Command.
- Responsible for defining and initiating all the requests to J-eng for NATO Security Investment Program (NSIP) projects and monitoring implementations.
- Responsible for the supervision and functions of the Infrastructure Section assigns duties and priorities to the internal units, verifies and assures the proper execution and the quality level of all the activities under his/her control.
- Maintains contacts with internal and external staff elements on matters related to engineer work services. The incumbent acts as the interface between JF HQ and the HN representative on all engineering matters pertaining to these facilities and with local Municipal and Provincial authorities on infrastructure matters as required.
- Responsible for initiating and regularly updating infrastructure related JF HQ Naples directives and SOPs.
- Maintains and updates as necessary an overall Long Term Infrastructure Plan (LTIP) for JF HQ.
- Defines and develops Statements of Requirements (SOR) for multidisciplinary infrastructure projects in close liaison with the user.
- Is responsible for the Engineering Infrastructure and Equipment (NATO property) as Property Accounting Officer (PAO).
- Supervises project details as necessary between all parties involved during the planning, design and construction phases of projects to ensure timely implementation within the allocated budget.

Budget Authority - Responsible for the execution of the Military Budget funds assigned to the cell pertinent to infrastructure maintenance, services, utilities and engineering installed property. Responsible for the execution of NATO Security Investment Projects (NSIP) funds allocated to the JF HQ for infrastructure projects. Supervises and coordinates the development of the financial expenditure plans required by the Fund Manager for the preparation of the yearly Budget, Medium-Term Resource Plan / Consolidated Resource Proposal (CRP) and the periodic Budget Execution Statements.

- Functional area funding authority.

Decision Authority - Authorised to make decisions within assigned functional area. Such decisions should be also coordinated within the HQ and with the same functional area in lateral, subordinate and superior HQs. Such decisions will affect the commitment of the command within NATO to a course of action. Authority to task and intervene to adjust the day to day work priorities of the assigned functional area staff

3. 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

- Advises on requests for engineering details related to operational projects in theatre.

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

Normal Working Conditions apply.

The risk of injury is categorised as No Risk.

4. Essential Qualifications

University Degree and 4 years post related experience, or Higher Secondary education and completed advanced vocational training leading to a professional qualification or professional accreditation with 5 years post related and 2 years function related experience.

A minimum of four years experience in a similar management role with responsibility for the maintenance and upkeep of a large infrastructure complex

A minimum of four years experience in construction management, and planning and programming of large infrastructure projects. Wide experience in completing infrastructure projects in predetermined time schedules and budget
At least two years of professional experience in the field of budget or funds management.
Must have extensive experience in working with contractors and associated financial contract management
Working knowledge of budget preparation
Professional experience involving contract management

c. Language

English - SLP 3333 - (Listening, Speaking, Reading and Writing)
The HQ's host nation language is required

5. Desirable Qualifications

Professional engineering experience in a multinational environment.
Knowledge of safe working practices according to HN regulations.
ADP training in project management software such as MS Project

NATO Courses:

NATO Depot and Support System (NDSS) Basic Course (M)
NATO Depot and Support System (NDSS) - Property Module (PAM)
Course: ETE-FI-2708 - Resource Management Education Programme (RMEP) Course
Course: ETE-MW-3834 - NATO Orientation Course

6. Attributes/Competencies

- Personal Attributes: Must possess good interpersonal and communications skills, poise and tact in dealing with senior officers, civilians and military personnel from all NATO member states. Is pro-active in his attitude towards work. Must show good leadership, managerial qualities, tact and diplomacy in dealing with subordinates, customers and contractors. Must be able to assess mission requirements independently and contributes to solve them. Is in good health, can work under stress and is prepared to work long hours when required.

Managerial Responsibilities: The incumbent directly leads the entire Infrastructure Section, providing professional guidance and instructions, assigning work priorities and assessing final performance and quality. Advises on requests for engineering details related to operational projects in theatre. Responsible for all Local Wage Rates, working for HQ infrastructure maintenance in the broadest sense.

- Professional Contacts: Incumbent is required to maintain contact with NATO staff at all ranks using JF HQ Naples infrastructure, local authorities, HNSIA, SHAPE staff and International Staff at HQ NATO. The incumbent must establish network of contacts outside HQ to ensure success with the majority of tasks objectives, coordinates project requirements, design, construction and regulatory issues with Subordinate and Tenant Commands, National Support Elements of all countries represented at the HQ, Local Authorities and Host Nation Governmental Organizations.
- Contribution To Objectives: Incumbent ' s professional expertise ensures that works will be planned and carried out in the most efficient and economical way possible, thus providing base maintenance support essential to the headquarters ' mission capability. Contributes to achieving and maintaining the status of the JF HQ infrastructure at a high quality while providing a similar high quality service to the JF HQ community members in the execution of their day to day work.
- Supervisory Responsibilities: The incumbent directly leads the entire Infrastructure Section, providing professional guidance and instructions, assigning work priorities and assessing final performance and quality.

This post reports to: OJS ZSLX 0010 - Branch Head (Infrastructure, Storage and Supply) - OF-4.

5. CONTRACT

The successful candidate will receive a three-year definite duration contract which may be followed by an indefinite contract. NATO International Civilians will be offered a contract in accordance with the provision of the NCPRs.

The basic entry-level monthly salary for a NATO Grade 17 (A-3) in Italy is Euro 7,055.72 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.

6. INSTRUCTIONS TO APPLY:

JFC Naples uses NATO Talent Acquisition Platform. In order to apply for this vacancy, please visit the platform at: <https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en>, and search for vacancies within HQ JFC Naples with duty location Naples, Italy.

Please attach relevant certificates to the application.

Note that once you create your profile, you will be able to use it to apply for other vacancies within NATO.

Please note: Staff members are appointed to and hold posts on the establishment of a NATO body only on condition that:

- They are nationals of a NATO member country

- They are over 21 and under 60 years of age at the time of taking up their appointments. Appointments of definite duration may be offered to candidates of 60 years of age or more, provided that the expiry date of the contract is not later than the date at which the candidate attains the age of 65.

ADDITIONAL INFORMATION:

A NATO security clearance and approval of the candidate ' s medical file by the NATO Medical Adviser are essential conditions for appointment to this post. Applicants are not required to possess a clearance at the time of applying, but

they must be eligible for a clearance. HQ JFC Naples will take action to obtain the required security clearance from the successful candidates' national authorities. The selected candidate will be affiliated to the NATO Defined Contribution Pension Scheme (DCPS). For info please visit <https://www.nato.int/cps/en/natolive/86790.htm>

External Description

Description - External

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