

Fund Manager, Military Partnership (260450)

Status
Open

Recruiter
Turco, Sabrina

Status Details
Sourcing

Hiring Manager
Carbone, Antonella Maria

Primary Location *
Italy > Naples

Requisition Type
Professional

Hired Candidates
0 out of 1

Vacancy Administration

Identification

Requisition Title
Fund Manager, Military Partnership

Post Number
OJS PJAU 0040

Number of Openings
1

Grade
NATO Grade G12

Clearance Level
NS

Eligibility
All NATO member states

Justification
New Position

Structure

Organization *

Agency Joint Force Command Naples (JFCNP)

Primary Location *

Country Italy

City Naples

Job Field *

Domain Operations

Sub Domain Civil Emergency

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
Day Job

Schedule
Full-time

Compensation

Currency
Euro (EUR)

Pay Basis
Monthly

Budget

Currency - Budget Section
Euro (EUR)

Selection Plan

Selection Tools
Interview, Web Interview

Vacancy Notice

Internal Description

Description - Internal

DISCLAIMER: NEWLY APPROVED PE POST PENDING FUNDS APPROVAL. A CONTRACT OF EMPLOYMENT WILL BE OFFERED UPON BUDGET COMMITTEE'S APPROVAL.

JOB TITLE: FUND MANAGER, (Military Partnership)

POST NO. OJS PJAU 0040

NATO GRADE: G-12/B-5

DIRECTORATE: Plans

DIVISION: J9

1. Post Context/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 Plans Directorate (PLANS) directs, monitors, assesses and coordinates long-term planning, as well as policy matters, readiness, education, training, exercise, evaluation and partnerships staff functions.

The J9 Division plans and coordinates the Civil-Military Cooperation activities and implements the NATO Cooperation and Partnership programmes.

The Military Partnerships Branch (MPB) plans, programs and executes military cooperation activities to support partnership. It assesses the effectiveness of these activities against prioritized objectives, established at strategic level. It is responsible for the wide coordination, in terms of time, scope, workforce and budget, of Military Partnership and CB activities. In particular, it is responsible for the planning and execution of the annual budget for all partnership and CB activities.

Within the Military Partnership Coordination Section, the incumbent will be responsible for managing and overseeing financial resources allocated to NATO 2030 CB Implementation Plan. This includes planning, monitoring and reporting on fund utilisation to ensure transparency, compliance and alignment with NATO 's strategic objectives.

2. Principal Duties

The incumbent's duties are:

- Develops the Branch budget estimates, Medium Term Financial Plan (MTFP) and Consolidated Resource Proposal (CRP) in coordination with JFCNP J8 Budget Officer.
- Acts as Budget Execution Officer/Fund Manager and is responsible for execution of all budgets within their areas of responsibility.
- Summarizes budgetary data and identifies significant trends and deviation for short-, medium- and long-term planning purposes.
- Presents analyzed information, with potential courses of action, to the Branch Head, MPB and ACOS J9 in order for them to make sound financial and policy decisions.
- Maintains all budget files in accordance with NFRs, FRPs, Resource Committees decisions and ACO directives, follows all budget requirements, accreditation, proper and in time processing of all Branch submissions.
- Enforces financial aspects of Memorandums of Understanding, ACO Directives, and other guiding documents.
- Serves as the primary point of contact for subsidised PNs in matters related to reimbursement of cost of NATO support provided to PNs in accordance with applicable directives.
- He/She is the primary financial advisor to the ACOS J9, MPB BH and MPB Staff on all financial matters and in resolving issues related to financial operations of the Branch.
- Supports capacity building initiatives, identifying bottlenecks and gaps and developing proposals to improve knowledge and understanding of JF HQ staff on latest Military Partnership principles, concepts and guidance.
- Initiates and supervises the drafting of Section point papers, reports, policy guidelines, MoUs, statements, presentations, etc. preparing them for the Branch Head 's approval.
- Contributes to the development of the MPB Branch policies and related documentation, providing advice and recommendations to support decision-making processes.
- Provides substantial support to Section project teams or inter-agency working groups as required and facilitates exchange on cross cutting topics.
- Supervises and participates as trainer/resource person in the Section seminars, workshops and other major outreach events.

Budget Authority - Manages the MPB budget, ensuring the proper use and spending of funds towards the implementation of the agreed MPB activities.

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
- The incumbent may be required to undertake deployment assignments, on short notice both within and out of NATO 's boundaries, and be willing to work unsocial hours.
- The incumbent needs to understand the outputs of the Military Partnership Branch in terms of Implementation Plan to Strengthen CB Support to Partners.
- Ability to work in austere and challenging environments, adapting to diverse cultures and operational conditions.
- 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 Requirements

- Experience in financial related activities such as budgeting and executing, finance and accounting to include International Public Sector Accounting Standard (IPSAS), automatic financial management systems.
- Professional experience in fiscal and accounting operations.
- Extensive experience in the management of the formulation, structuring and execution of budgets.
- Broad experiential background in Fund Management related areas. Significant prior experience in one or more of the following roles: Fund Manager, Financial Resource Management, Budget Analyst.
- Experience in chairing meetings, conducting briefings and drafting reports.
- High level of organisational, coordination and communication skills required.

- University Degree in finance, accounting, business administration, economics, 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.
- English - SLP 3333 - (Listening, Speaking, Reading and Writing).

5. Desirable Assets

- Experience as Budget Officer in NATO or other international or national organization.
- Experience with NATO Automated Financial System (FinS) and/or Oracle Financials.
- Experience as manager or team leader; management experience or successful prior tours in financial functions; minimum of 4 years' successful performance in a related field in a management position which must include at least 1 year of supervisory duties.
- Previous practical experience in international, preferably NATO, budgeting and financial management. Background in NATO Command Structure and familiarization with NATO Financial Management processes.
- Hands-on experience with automated financial system(s).
- Previous working experience in CIMIC/Military Cooperation Area.
- Working experience with International Organisations and/or Non-Governmental Organisations.
- Experience working with multinational teams and partnerships.
- Proven working experience in NATO environment, Joint or Combined HQ.
- Proven participation in NATO missions/operations/exercises.

6. Attributes/Competencies

• Personal Attributes:

- Demonstrates strong ability to analyse financial data and develop actionable insights.
- Meticulous in ensuring accuracy and compliance in all financial activities.
- Proactive in identifying and addressing financial challenges and irregularities.
- Excellent ability to convey complex financial information to diverse audiences, including non-financial stakeholders.
- Comfortable working in dynamic and high-pressure environments with shifting priorities.

• **Professional Contacts:** The incumbent engages with high level contacts, both internally and external representing the Organisation. They take an active part in sensitive and complex discussions for Military Partnerships Coordination Section. The incumbent interacts frequently with higher officers within ACO, Host Nation and/or under JFCNP AOR, JFCNP Command Group, DCOs/ACOSs.

• **Contribution To Objectives:** Directly contributes to NATO 2030 goals by ensuring efficient and transparent management of CB activities. This role enhances PN trust, optimises resource utilisation and supports the successful execution of NATO 2030 CB Implementation Plan.

There are no reporting responsibilities. This post reports to: OJS PJAU 0010 - Section head (MPC) - OF-4

This post does not deputise anybody. This post is not deputised by anybody.

The successful candidate will receive a three-year definite duration contract which may be followed by an indefinite duration contract. NATO-serving staff members will be offered a contract in accordance with the NATO Civilian Personnel Regulations (NCPRs).

The basic entry-level monthly salary for a NATO Grade G12 in Italy is Euro 4,723.81 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.

7. HOW TO APPLY:

1. HQ JFC Naples uses NATO Talent Acquisition Platform (NTAP), TALEO.

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 the Headquarters of interest.

2. Essential information must be included in the application form. Each question should be answered thoroughly. Expressions such as " please see attached CV " , or invitations to follow links to personal webpages, are not acceptable, and will be disregarded. Application forms must be filled out in English. Relevant education and certificates must be attached to the application form.

3. Applications are automatically acknowledged within one working day after submission. In the absence of an acknowledgment please make sure the submission process is completed, or, re-submit the application.

4. Shortlisted candidates invited to the interview phase, will be requested to provide, where applicable, copies of University diplomas listing the exams sustained, transcripts (that is, list of courses with grades and dates), for all pertinent university and vocational training courses.

5. Candidates' individual telephone or email enquiries about the submission of their applications cannot be dealt with. All candidates will receive a message indicating the outcome of their application.

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

Employment pre-requisites:

Candidates are invited to submit their applications only if:

- 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 Advisor 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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