

Staff Officer, Concessions Management (260484)

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
Staff Officer, Concessions Management

Post Number
OJS ZSDW 0031

Number of Openings
1

Grade
NATO Grade G15

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
Business Management and Control

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
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Compensation

Currency Euro (EUR)	Pay Basis Yearly
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Budget

Currency - Budget Section
Euro (EUR)

Selection Plan

Selection Tools
Written test, Language test, Interview

Vacancy Notice

Internal Description

Description - Internal

Post Number: OJS ZSDW 0031
Post Title: Staff Officer, Concessions Management
NATO Grade: G15 (A-2)
NATO Security Clearance: NATO S E C R E T
Monthly salary: EURO 5,879.80

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

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

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

The Family Support and Morale & Welfare Branch provides family support services and performs management oversight of community and welfare support activities/programmes and services according to Host Nation (HN) support agreement.

The Morale & Welfare Section is responsible for overall management and co-ordination of community and welfare support services and activities/programmes including Non-Appropriated Funds (NAF).

Within the Section the incumbent is responsible for the supervision of NAF retail activities related to Duty Free & Rationed Items and Concessionaires.

2. Principal Duties

The incumbent's duties are:

- Responsible for the identification of NAF retail requirements related to Duty Free & Rationed Items.
- Responsible for the development of NAF retail requirements (other than Duty Free and Rationed Items) to include related budgeting activities.
- Interfaces with JFCNP J8 P&C Officer for MWA retail and Duty Free & Rationed Items requirements.
- Provides revenues performance analysis to assess return on investment variances.
- Screens all HQ community 's entities funding requests to be submitted to the MWA Council.
- Performs Duty Free and Rationed Items markets surveys.
- Responsible for developing Concessionaires and Consignments Statement of Work.
- Responsible for monitoring and evaluating NAF Concessionaires ' contract performance (e.g. messing services).
- Responsible for monitoring and evaluating NAF Consignors ' contract performance.

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 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

a. Education/Training

University Degree in supply chain management, accounting, finance, management, business administration, 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.

b. Professional/Experience

Experience involving retail activities for duty-free and/or rationed items, to include related budgeting activities

Proven experience with the sourcing and management of external suppliers to ensure successful delivery of products and services for a client or organization.

Proven experience in contract and supplier performance management, including drafting of Statements of Work, monitoring service delivery and ensuring compliance with applicable policies and procedures.

Wide experience in Business administration practices, office communication and information systems.

c. Language

English - SLP 3333 - (Listening, Speaking, Reading and Writing)

NOTE: The work both oral and written in this post and in this Headquarters as a whole is conducted mainly in English.

5. Desirable Assets

a. Education/Training

Training in financial management, contract management, procurement or performance management within public sector or international organisations.

b. Professional Experience

- Experience in the management of Non-Appropriated Fund (NAF) activities, including retail operations, concessions and/or duty-free services within a regulated and/or multinational environment.
- Experience in financial and performance analysis, including return on investment assessment and preparation of management reports to support evidence-based decision-making.
- Experience in stakeholder coordination with military and civilian HQ entities, Host Nation authorities and external commercial partners within a governance-driven framework.

6. Attributes/Competencies

- Personal Attributes: The post requires:

- possess of good moral character, strong ethics and sound business judgement appropriate for working in an international Retail and Concessions Management Office;
- degree of flexibility, adaptation in a new context, creativity;
- ability to deal with complexity and ambiguity;
- the diversity and range of duties requires interpretation, thinking, analysis and good decision making skills;
- problem solving skills;
- ability to use own initiative in developing specific staff guidance and direction;
- the incumbent must possess strong interpersonal and communication skills;
- the incumbent will exhibit tact and possess negotiating skills;
- motivation and goal orientation;
- resistance to stress;
- time management;
- attention to detail.

- Professional Contacts: Internal contacts at all managerial levels of the command ranging inclusive of Division Head and up to Chief of Staff Level. Contacts with higher Headquarters, Host Nation Governmental Agencies (i.e. Agenzia delle Dogane and Agenzia dei Monopoli) and various Representative of major Companies.

- Contribution To Objectives: It is the incumbent ' s responsibility to contribute to ensuring that in peacetime and crisis situations, appropriate goods and services required for JFCNP ' s MWA missions are obtained in the most economical and timely manner. Failure to achieve this not only impacts on the capability of others to perform their tasks but also results in the lapse of crucially needed funds.

- Supervisory Responsibilities:

- Supervises LWR-NAF personnel. There are no reporting responsibilities.

This post reports to: Section Head (Morale and Welfare) - OF-3

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

7. CONTRACT:

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 G15 in Italy is Euro 5,879.80 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.

8. 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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