



Organisation for Joint Armament Co-operation Executive Administration

| VACANCY NOTICE | |
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| Post | B011 - EMOLUMENTS SENIOR ASSISTANT |
| Nationality | Vacancy is only open to nationals of an OCCAR Member State: Belgium, France, Germany, Italy, Spain and the United Kingdom. |
| Grade, Step, Salary | Grade B6, Step 1 We offer an excellent compensation package. Find out more on our remuneration webpage |
| Division | Human Resources Division |
| Section | Emoluments Section (Payroll & Allowances) |
| Management of Staff | 0 |
| Location | Bonn, DE |
| <u>Initial</u> Contract Duration | 3 years |
| Closing Date for Applications | 06 May 2025 |
| Start Date | 01 October 2025 |
| Interview Date | Week commencing on 02 June 2025 |

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 post holder will report to the Emoluments Section Leader. Their tasks encompass, but are not limited to:

- Payroll system
 - Preparation, scrutiny, input and production of the monthly payroll through an ERP system;
 - Associated liaison with the Invoicing, Payment & Accounting Section and the wider Finance Division;
 - Maintain hard and/or soft copies of all necessary Personnel emoluments data, in support of the payroll process.
- Economic entitlements outside payroll system (e.g., installation allowance, removals, education allowance)
 - Prepare, scrutiny and process claims in respect of personal emoluments and allowances;
 - Provide advice and assistance to personnel on any matters related to economic entitlements;
 - Scrutinise and process all documentation associated with the staff removal process;
 - Liaise with removal companies to facilitate timely receipt and payment of invoices including any issues with national tax requirements.
- Budget
 - Assist the Emoluments Section Leader in the preparation of Chapter 1 budget estimates for coming years and of the in-year expenditure through Forecast of Outturn exercises;
 - Provide dedicated Budget support to selected Programme Divisions, Finance Officers and the Finance Division.
- Health Scheme / OCCAR's Medical Insurer
 - Responsible for the timely and accurate enrolment of staff members into the OCCAR Social Security Scheme;
 - Responsible for the assessment of dependents eligibility to, and subsequent enrolled into, the OCCAR Social Security Scheme;
 - Act as liaison between OCCAR's Medical Adviser and the Medical Insurer, especially in relation to Long Term Sick or Terminal cases;
 - Provide advice/assistance to personnel on any matters related to the health insurance and social security system.
- Provident Fund / OCCAR's Fund Administrator
 - Provide advice/assistance to personnel on any matters related to Provident Fund, in particular related to ZIO access, enrolment, withdrawals, personal special contributions and termination;

- Act as liaison with Zurich personnel (Fund Administrator) on any matters related to the fund administration (loans, policy surrenders etc.).
- Administration
 - Ensuring accuracy of maintenance of all Emoluments related personnel records, both paper and electronic;
 - Ensuring accuracy of all paper pay files for the electronic storage in DOCUWARE and maintenance of DOCUWARE files.
- Personnel Management:
 - Supporting the HR Division in recruitment and selection activities (e.g., conducting interviews) and in the preparation of HR workshops;
 - Supporting the ESL in induction briefing and HR Workshops activities.

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** Excellent interpersonal skills with the ability to interact and communicate at all levels within OCCAR as well as with Nations;
- CS 2** The ability to work in a changing, developing and demanding environment;
- CS 3** The ability to work independently based on objectives set by the line manager;
- CS 4** The ability to use Computer and Information Technology (ICT) facilities, and able to demonstrate a good working knowledge of MS Office software;
- CS 5** Good team-working skills with ability to establish good working relations at all levels in a multicultural context and with respect for diversity.

4. Specialist knowledge and experience required for the post

(You must provide evidence of meeting these specialist requirements in your Application, Sections 10 and 11).

4.1 Essential:

- ES 1** Practical experience of implementing emoluments and payroll policy and allowances;
- ES 2** Knowledge of invoicing and payments procedures;
- ES 3** Experience in forecasting and budgeting, including preparation, control and execution of the budget;
- ES 4** Experience of working with complex financial software tools;
- ES 5** Good knowledge of the administration of personnel as well as proven capability to draft papers, letters and documents sometimes to tight deadlines in the English language.

4.2 Desirable:

- DS 1** Knowledge of financial management in an international context;
- DS 2** Experience in the management of social security (medical, invalidity and life insurance) contracts is an advantage;
- DS 3** Awareness of the Co-ordinated Organisations' rules and regulations;
- DS 4** Experience of Audit and Corporate Governance;
- DS 5** Experience of activities directly related to Emoluments and Payroll duties.

5. Language Requirements

- ADVANCED level¹ of ENGLISH both oral and written.
- Additional knowledge of another OCCAR Member or Participating State's language will be considered as an asset.

6. Qualifications

A higher secondary education or equivalent plus experience in the activities directly related to the tasks described is highly desirable.

7. Security Clearance

Security clearance at OCCAR Confidential level is required for this post - or needs to be obtained within the first 6 months of employment.

8. Applications and Points of Contact

Applicants wishing to apply for this Post should email the completed application and supporting documentation to: application@occar.int

For further information regarding this post please send your inquiry to the same email address.

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 Careers / Applying.