

STAFF OFFICER (PROPERTY ACCOUNTABILITY)

Post Number: **RSA RPL 0050**

Application Closing Date: 05 Nov 2020

Resolute Support (RS)

Location: Kabul, Afghanistan

Post – Mission Civilian – MCIV 4

Post Description:

- The incumbent is designated to be the Property Accountability Officer at Kandahar (KAF) responsible for managing receiving, checking for quantity and quality, warehousing, issuing and accounting for international property.
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Principle Duties:

- Is the PAO at (KAF) with the roles and responsibilities and is the Manager of the Warehouse
- Provides primary liaison with NSPA, the Property Disposal Officer and local contractors concerning relevant supply matters.
- Controls the Memorandum Receipt Account Holders (MRAHs) and provides training as required.
- Applies all relevant RS Standard Operating Instructions (SOP).
- Ensures correct issue, cataloging, ordering, and stock control of the Depot inventory and is responsible for the documentation required.
- Ensures that property is accounted for through the NATO Depot Support System (NOSS) by establishing and maintaining accurate property accounts.
- Creates and maintains Standard Operating Procedures (SOPs) relating to the functions of a Property Accounting issues.
- Responsible for the accounting disposition and write-off of NATO Furnished/Funded Equipment (NFE) in close corporation with the HQ RS Staff Officer (SUST NFE).
- Responsible for the accurate input of information to the NATO Depot Support System (NOSS) in order that receipts and issues are processed in accordance with current procedures.

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 requested to deploy on operational tasks, or to undertake TDY assignments elsewhere including but not limited to various RS camps and GIROA Institutions throughout Afghanistan.
- Participates in various meetings related to real property financial management and sustainment.
- Incumbent may be required to perform other related duties as directed by Staff Officer (NFE).
- The work is normally performed in a Normal NATO office working environment. Secure office environment with artificial light and air (e.g. Bunker).
- Normal Working Conditions apply.
- The risk of injury is categorized as: No Risk

Essential Qualifications:

Professional/Experience

- Minimum of five (5) years experience in property accountability or management
- Must have at least five (5) years' work experience with specific knowledge, skill and ability to perform successfully in this position.
- Experience in either a military environment or an international organisation.
- Experience as an advisor or staff officer related to Supply Chain Management and/or Property Accountability.
- Graduate level education in Supply Chain Management or Financial Management preferred.

Education/Training

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- Higher Secondary education and completed higher vocational training leading to a formal technical or professional certification with 3 years function related experience
OR
- Secondary education and completed advanced vocational training leading to a professional qualification or professional accreditation with 5 years post related experience

Language

English: Good level of written and spoken language skills.

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

Desirable Qualifications:

Professional/Experience

- Experience in staff operations within international HQ.
- Experience as a Property Manager/Advisor to Senior Management.
- Experience in Property Accountability.

Education/Training

- NATO Depot & Support System (NOSS) Basic course
- Property Accounting Module (PAM)
- Regional Depot Supply Systems (RDSS)
- Knowledge of NATO Policies and Procedures.
- Knowledge of Supply Chain Management
- AOL Course 007 (pre-requisite for MRT/IAPDT).
- NOSS PAM, MRT Module and Advanced Operator.
- HQ RS Training Event/Mission Rehearsal Training (MRT) or Augmentee Pre-Deployment Training (IAPDT).

Personal Attributes

- Personal Attributes: Sound judgment. Good manager skills. Flexibility and adaptability. Experience to work in a multinational environment.
- Should be adaptable to work outside normal duty hours and be called upon to travel as part of duty.

Professional Contacts

- Regular professional contacts with others inside and/or outside immediate organisation on functional matters.
- Solicits/gives information and provides advice/guidance.

Contributions to Objectives

- The work involves the analysis and research of a complete task with recommendations affecting the plans and management of the organisational element.

Work Environment

- 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 NATO office working environment/ secure office environment with artificial light and air (e.g. Bunker).
- Normal Working Conditions apply.
- The risk of injury is categorised as: No Risk.

Benefit Package:

- Monthly salary of € 6,757 (Tax free in the host country).

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- Daily Allowance of € 87.69 while working in Afghanistan.
- Start and End of Contract paid transportation from residence to theatre and return.
- Two days of annual leave per month.
- 5 days "Leave from Theatre" and 2 days of travel plus reimbursement of travel expenses up to 1250 Euro for every 6 months spent in Theatre.
- Medical Insurance from Cigna (including death and disability coverage), small fee charged plus 50% of monthly premium covered by RS HQ.
- Free accommodation in the camp.
- Meals of good/reasonable quality available to purchase.
- Laundry is at a nominal charge through the contracted laundry company.
- Clothing Allowance of 400 Euro per year.
- Medical and Immunization package prior to deployment.

If interested, please apply in accordance with the General Information for applicants provided through the following link:

<https://ifcbs.nato.int/resources/site2512/General/Documents/general-information-applicants.pdf>

Application form can be found at: <https://ifcbs.nato.int/rsm/jobs>

IF APPLICANTS DO NOT MEET ALL ESSENTIAL CRITERIA, THEY SHOULD NOT APPLY AS THEIR APPLICATION WILL NOT PROGRESS TO THE INTERVIEW STAGE.

We also do not accept Resumes or CV's in lieu of the official RS Application form as noted in the "*General Information for Applicants*"