

**BUDGET AND PAY OFFICER**

Post Number: AF RESCPO 0070  
Application Closing Date: 23 Oct 2012

International Security Assistance Force (ISAF)  
Location: Kabul, Afghanistan  
Post - International Civilian Consultant (ICC) Grade - IIIA

\*\* Only nationals of [NATO member countries and ISAF Troop Contributing Nations](#) are eligible to apply for this post \*\*

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**Post Description:**

The Civilian Human Resources Management Office (CHRMO) is the focal point for all matters pertaining to the procurement, employment, life-cycle management and administration, training, remuneration, and separation of the civilian human resources in theatre. The incumbent executes budget and pay functions for the CHRMO and all assigned civilian personnel.

**Principle Duties:**

Responsible to the Civilian Human Resource Manager (CHRM) for preparation, planning, review and execution of the Civilian Human Resources Chapter 1 (Personnel) Budget.

Responsible for the timely production, accurate calculation, execution and accounting for the monthly ISAF civilian payroll and the Hazard and Austere conditions allowances for all theatre locations.

Establishes procedures for all matters concerning the administration and execution of financial and budgetary functions.

Represents CHRMO in ISAF Operational Requirements Review Board (IORRB) and ensures resultant taskers related to personnel Crisis Response Operations Urgent Requirements (CUR) are completed.

Acts as a point of contact, provides analyses and cost estimation comparisons for any projects related to outsourcing civilian manpower.

Acts as an alternative Chapter 1 Fund Manager carrying the full budgetary responsibility in the absence of the CHRM.

Provides supervision and signature for the release of the Monthly Pay for all the ISAF International Civilian Consultants (ICCs) and Local Civilian Hires (LCHs) in absence of CHRM.

Prepares periodic budget/reporting to keep track of consolidated data and forecast budget requirements.

Verify entitlements of ICC and LCH payroll and allowances including overtime/shift-night duty.

Conduct bi-annual salary scale review for LCH.

Review of payroll and submission to Financial Department (CJ8), after certification by the CHRM.

Checks and pre-approves the monthly Insurance Invoices/prepares Expenditure and Adjustment voucher (ACE FORM 26) and submits to Fiscal Officer for payment.

**Additional Duties:**

Perform special tasks and other related duties as required by the CHRM.

**Essential Qualifications:**

**Professional/Experience:**

Minimum of four years of experience in civilian Personnel/Human Resources Management including but not limited to preparation and execution of budgets and oversight of organisational financial operations.

**Education/Training:**

University degree in accounting, finance, business administration, or related field.  
Vocational training/training in accounting or management of budgets.

## NON SENSITIVE INFORMATION RELEASABLE TO THE PUBLIC

**Language:** English: Good

**Standard Automated Data Processing (ADP) Knowledge:** Advanced Knowledge

### **Desirable Qualifications:**

#### **Professional/Experience:**

Previous HR or Finance experience in a Military Body / International Organization.

#### **Education/Training:**

Oracle based system - Bi-SC Accounting Information Systems Financial Services (FinS) knowledge  
International Public Sector Accounting Standard - Certification  
Budget and Finance training & knowledge

#### **Personal Attributes:**

Ability to tactfully influence and persuade higher management level  
Flexible and strong teamplayer  
Ability to take a logical and analytical approach to problem solving  
Capable to work calmly under high pressure with short deadlines  
Capable of numerical analysis and detail handling  
Self-starter, possess integrity and commitment  
Work independently with minimal supervision  
High standard of service towards customers and employees  
Effective judgment, sensitivity and creativity to changing needs and situations

#### **Managerial Responsibilities:**

Line Manager for Budget and Pay Assistant

#### **Professional Contacts:**

Advises Branch and Division Heads on budget issues.  
Finance and Disbursement Department and Travel Office  
ISAF Organisation Requirement Review Board (IORRB) Secretary

#### **Contribution to Objectives:**

The incumbent provides the highest level of ISAF CHRMO customer service and support to ISAF civilian employees/visitors and chain of command. Contributes directly in a significant way to the work and objectives of Personnel and Finance. Legal and financial consequences evolve from the the incumbent's responsibilities in ensuring that financial commitments for all categories of civilian staff's salaries are executed in accordance with applicable regulatory documents and policy.

#### **Work Environment:**

Multinational, multicultural environment.  
Living conditions in Kabul are rudimentary and lodging is arranged on the military compound.

Applications should be sent to [vacancies@hq.isaf.nato.int](mailto:vacancies@hq.isaf.nato.int)

#### **Additional Remarks:**

Only applications from candidates meeting essential requirements will be taken into consideration. The successful applicant is required to be proactive in fulfilling the pre-employment conditions. This includes medical examinations and security clearance certificates. Applicant must be able to obtain or to be issued a North Atlantic Treaty Organisation recognized national Secret Security Clearance certificate. An initial 12 month contract will be offered and contract extensions may be possible. Because of the dynamic environment, ISAF posts are under regular review and therefore post details and responsibilities, including contract duration and contractual grade may change during the contractual period.

**Benefit Package:**

Monthly salary of € 6,695.00 (Tax free in the host country).

Daily Allowance of € 78.90 while working in Afghanistan.

Installation allowance equal to one-month salary (50% to be reimbursed if not completing two consecutive years of service).

Free accommodation.

Meals of good quality available to purchase.

Laundry service at nominal charge.

Two days of annual leave per month.

Start of Tour & End of Tour paid transportation.

7 days "Leave from Theatre" plus reimbursement of ticket - up to € 1.000 for every 6 months spent in the theatre.

Medical Insurance, small fee charged.

24/7 Death and Disability coverage.

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

[http://www.isaf.nato.int/images/stories/File/General\\_Information\\_ApplicantsCH1.pdf](http://www.isaf.nato.int/images/stories/File/General_Information_ApplicantsCH1.pdf)