

# DIO Deputy Plans Manager

## CYN ADVERT

**Vacancy Campaign Number: HR/26/20**

### Terms & Conditions of Employment

1. Contract Type: Permanent
2. Grade: New Recruits: Local Administrative Officer
  1. NEW TACOS: Local Administrative Officer (LAO)
3. Salary: €22,089.00 per annum, plus Cost-of-Living Allowance (COLA)
4. Hours per week: Full Time, 37 hours per week
5. Location: Episkopi
6. [General Terms Conditions Employment New Recruits](#) (Weblink)
7. **Closing Date: Sunday 22<sup>nd</sup> of February 2026, Midnight, Local Cyprus Time.**

For information on the process or the application please contact the Resource Administrator: Mr Demetris Symeou on 00357 25 96 3210

Operating hours:  
Monday to Thursday: 08:00 – 14:00  
Friday: 08:00 – 12:00

### Eligibility - Are you eligible to apply?

To be eligible to apply for this role, you must be a Cypriot National.

This role is currently running Internally. External candidates will be reviewed only if an internal candidate has not been identified.

Applications from individuals that have either reached or passed the BFC / SBAA Normal Retirement age of 65 will not be accepted.

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## Essential & Desirable Criteria for the Role

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**Important Note:** Details on the role can be found on the Job Description which is at the end of this document. These criteria are part of the assessment criteria and will influence the decision on whether your application will proceed to the next stage.

**Essential** 1. The ability to communicate in English both verbally and in writing is an essential part of this role.

2. If you are found successful on this campaign, we will be requesting references, therefore, ensure to have completed this information on your application form.

3. Be prepared to self-drive an MT vehicle (and prepared to maintain or obtain FMT600) to attend meetings across WSBA and ESBA or occasionally in the Republic of Cyprus

**Desirable** 1. A good knowledge of office-based IT is needed, including Microsoft Office packages (Word, Excel, Outlook) and electronic filing practices.

2. Previous experience in an Infrastructure role.

## Official Language

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The official language of the Sovereign Base Areas is English and consequently English is the official language of British Forces Cyprus. All documents are to be completed in this language. All employees of the Sovereign Base Areas Administration and British Forces Cyprus are expected to have a basic command of the English language as a pre-requisite for employment.

## How to apply

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a. To apply for this role you must complete the [application form for external candidates](#) (weblink) or [application for internal employees](#) (weblink) and include evidence on how you meet the below Competences. The completion of the competences is mandatory. If you do not demonstrate evidence of the below competences, your application will be sifted out. Additionally, please note that we can only accept applications [as attachments to email](#) on its original Word Document format. No hard copy applications will be accepted. Any forms that are submitted in any other format e.g., links to One Drive, bitmap, jpeg, pdf will not be considered.

You may find [Competences Examples here \(Weblink\)](#)

## DIO DEPUTY PLANS MANAGER

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### 1. Working Together.

### 3. Analysing and Using Evidence.

### 2. Communicating and influencing.

### 4. Managing Customers and Suppliers.

- b. This role is assessed through the use of the [SBAA BFC Core Competence](#) (Weblink), therefore, you are kindly invited to read the document to assist you with writing your competences.
- c. For further information about the role and process involved please contact Joseph Pullin by email at Joseph.Pullin100@mod.gov.uk.
- d. For further recruitment information and guidance please choose the appropriate guidance: [Cypriot Nationals Q&A Application Process](#) or [UK Family Members Q&A Application Process](#)
- e. Once completed **electronically** please send your application by email to:  
[BFC-SBAA-Recruitment-GpMailbox@mod.gov.uk](mailto:BFC-SBAA-Recruitment-GpMailbox@mod.gov.uk).

**Important Note:** Ensure that your application has been correctly completed and all relevant information has been provided. Failure to do so may result in your application being excluded.

## The recruitment process.

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The recruitment process is a fair and open competition and candidates are judged on their own merit.

Please read the information on [The Recruitment Process Stages Guide for Applicants \(Weblink\)](#) to help you understand the process. The document will explain the recruitment process stages and enhance your understanding on it.

Additionally, as we want you to show the best version of yourself, we invite you to read the guides available which should help you understand what you need to do to stand out. If you feel you need further support, please contact the Resource Admin responsible for this campaign, you can find the contact details on the front page of this advert.

## DIO DEPUTY PLANS MANAGER

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### Job Description

<b>POST TITLE</b>	DIO Deputy Plans Manager		
<b>Area/Section</b>	DIO	<b>Establishment No</b>	
<b>Grade</b>	LAO	<b>Grade Priority</b>	1
<b>Full Time/Part Time</b>	Full Time	<b>No of Established Hours</b>	37
<b>Required Security Clearance</b>	OS	<b>Position CYN/UKFM</b>	
<b>Current Incumbent Name</b>		<b>Employed by BFC or SBAA</b>	BFC

**Brief Description of Role** Support the Plans Manager (OR6) in consultation with BFC/UKSC stakeholders regarding infra requirements throughout the year.

**Responsible to** SO3 Plans and Programmes  
SO2 Plans and Programmes

#### **Priorities (list in order)**<sup>(16)</sup>

- Raise and review works on the DIO Infrastructure Management System (IMS) ensuring the correct payment and funding details are allocated.
- Retire or reject works on IMS where required.
- Ensure any required changes of funding profiles are entered on the Change Tracker and all subsequent data updated to reflect current costs, values, and profiling.
- Support the Plans Manager in consultation with BFC/UKSC stakeholders regarding infra requirements throughout the year.
- Undertake monthly reviews with the Industry Partner (IP) and ensure any changes are recorded accurately and communicated to relevant stakeholders.
- Raise Approval Routing Forms (ARFs) on IMS to approve works for delivery.
- Assist the Plans Manager with Hot House and Deep Dive reviews and meetings.
- Ensure all registers are maintained and updated accordingly.
- In the absence of the Deputy Programme Manager, process the monthly Forecast of Outturn and process any Contracting Purchasing and Finance (CP&F) requests.
- Undertake ad-hoc duties, as required, that may be reasonably expected by the line manager but are commensurate with the grade, and within the unit objectives.
- Provide support to the DIO Plans and Programme team and deputise as required.

<b><u>Responsible for (Tasks/Duties)</u></b>	<b><u>Percentage (%) of time spent during the working week on each task</u></b>
<ul style="list-style-type: none"><li>• Processing of works</li><li>• Data management</li><li>• Represent P&amp;P at meetings/reviews</li><li>• Processing Payments</li></ul>	<ul style="list-style-type: none"><li>• 50%</li><li>• 30%</li><li>• 10%</li><li>• 10%</li></ul>

# **DIO DEPUTY PLANS MANAGER**

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## **All employees are**

- To undertake ad-hoc duties, as required, that may be reasonably expected by the line manager but are commensurate with the grade, and within the unit objectives.
- To carry out responsibilities in line with BFC Equal Opportunities and Health & Safety Policies.

## **Competences required**

### **Essential:**

- Working together
- Communicating and influencing
- Analysing and using evidence
- Managing customers and suppliers

### **Desirable:**

- Improvement and change

## **Training/qualifications required for the post**

Essential –

Good grasp of English

Desirable –

Good knowledge of Excel, Word and other MS products.

## **Equal Opportunities Responsibilities**

The responsibility for implementing the Department's Equality & Diversity policies is shared by all staff. The Post Holder has a shared responsibility to ensure that the working environment is free from harassment, and that the dignity of others is respected. The Post Holder is required to take care that their own conduct does not cause offence and they should discourage colleagues from harassing others. Post Holder will be required to undertake a mandated Equality & Diversity training.

## **Health & Safety Responsibilities**

The Post Holder is to take due account of customer care considerations and is responsible for ensuring that their own actions and their environment is free from items/actions that may be considered hazardous to others.

<b>Originator: LM</b>	Flt Lt Pullin	<b>Employee:</b>	
<b>Signed:</b>	J.Pullin	<b>Signed:</b>	
<b>Date:</b>		<b>Date:</b>	

*(To be reviewed at recruitment or annually at beginning of Reporting Year)*