

# GI-3: Senior Internal Auditor

Post N° GI-3 / Ref. No 2024\_00530

**JOB DESCRIPTION** - please click [here](#).

## QUALIFICATIONS

### General Qualifications

- University degree in business administration and finance.
- Experience in internal audit, finance or administration departments of private or public
- Ability to lead a team in its auditing work.
- Very good analytical, writing and communication skills and the ability to perform complex internal audits, including operational, compliance and performance audits with maturity, tact, discretion, sound judgment, and persuasiveness.
- Ability to facilitate/present persuasively and negotiate effectively to achieve desired outcomes.
- Ability to manage time and work effectively under pressure while producing quality products under short notice deadlines.
- Ability to develop resourceful and effective solutions to problems, to focus team on performance goals and expectations, to track metrics and measure performance, and to engage problems early to mitigate risk and redirect performance.
- Sound digital literacy with experience in using office automation systems and software applications, e.g. Microsoft Office Suite (Word, Excel, and PowerPoint).

### Specific Qualifications

- Six years of audit experience in at least one of the following audit areas: performance, compliance, and finance.
- Good knowledge of International Standards for the Professional Practice of Internal Auditing promulgated by the Institute of Internal Auditors (IIA).
- Experience in leading audit teams.

## LANGUAGE QUALIFICATIONS

- NATO's two official languages are English and French. The work of this post is mainly conducted in English, therefore fluency in that language is essential and working knowledge of French is desirable.

## WHAT DO WE OFFER?

- Multicultural environment
- Initial three year contract with competitive monthly tax-free salary (subject to Article 19 of the Ottawa agreement on exemption of Taxation)
- Additional benefits for expatriate staff including expatriation and education allowances (where applicable) and additional home leave
- Excellent health coverage
- Great work/life balance
- Generous annual leave of 30 days plus official holidays
- Pension Scheme

## POST DETAILS

- Basic monthly salary: EUR 9 083.62, tax free.

## HOW TO APPLY?

**Position Number:**  
GI-3

**Ref. No.:**  
2024\_00530

**Position category:**  
Audit

**Grade:**  
NATO grade 17:A3

**Minimum educational level:**  
University Degree (Master)

**Duty location:**  
Capellen, Luxembourg

**Who can apply?:**  
NATO Civilian Staff and external candidates who are nationals of a NATO member country are invited to apply.

**Application Deadline:**  
14 October 2024

**Vacancy status:**  
Candidate selected

All candidates (internal and external) should refer to the [FAQs](#) before applying.

**NSPA internal candidates** must submit additionally their latest completed **performance report**.

**NSPA staff members** of the same grade can submit a transfer request till 29 September 2024.

**Applications sent via e-mail will be automatically rejected.**

#### **IMPORTANT NOTES**

Qualified redundant NATO civilian candidates of the same grade will be considered in priority.

Interviews are expected to be held approximately six weeks after the application closing date. The Talent Acquisition and Development Office shall let you know in due course the outcome of the screening process.

Moreover, due to the broad interest in NSPA and the large number of potential candidates, telephone or email enquiries cannot be dealt with.

The Agency would appreciate it if addressee countries could provide their support by submitting candidates whose security clearance can be effected (or confirmed) rapidly and who could report for duty as soon as possible after selection.

NSPA as an employer values diverse backgrounds and perspectives and is committed to recruiting and retaining a diverse and talented workforce. NSPA welcomes applications of nationals from all Member States and strongly encourages women to apply.

#### **NSPA COVID MEASURES:**

All deployable vacancy announcements include the requirement to be fully vaccinated at the time of receiving the offer of employment. No offer of employment shall be made to deployable candidates who refuse to be vaccinated.

#### **IMPORTANT NOTE:**

Your application should be submitted in one go and you **will not** be able to modify your data once submitted.