

# A-19: Chief Corporate Management and Oversight

Post N° A-19 / Ref. No. 2024\_00393

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

- Master's degree in a specialist technical function (e.g. Risk, Security, Compliance), Master of Business Administration from a recognized institution (supported with broad experience of successfully delivering corporate management and oversight services), an equivalent education, or relevant professional experience.
- Minimum ten years' progressive experience in the development, delivery and implementation of a range of corporate management and oversight disciplines gained in international public or private institutions, or large public sector environment.
- Demonstrated ability and experience in creating and developing diverse, inclusive and high performing teams through the application of inclusive leadership principles and practice.
- Recognized qualifications and memberships of professional bodies with a focus on risk, compliance, control or management systems (e.g. Certified Internal Auditor (IIA/CIA), Certified Information Systems Auditor (ISACA/CISA), Chartered Quality Professional (CQP MCQI), Certified Member of the Institute of Risk Management (CMIRM); or a Recognised Accountancy Qualification (IFAC)).
- Robust evidence of owning and implementing improvements to organisational systems of risk, compliance control and assurance.
- Broad technical and managerial expertise in multiple of the following disciplines: Assurance, Business Planning and Performance, Business Continuity, Compliance, Counter-Fraud and Corruption, Data Protection, Internal Control, Organisational Change Management, Occupational Health and Safety, Resource Management, Risk Management, Process Management, Security Oversight and Quality.
- Experience of operating as a leader within organisations of significant scale, including evidence of responsibility for contribution to organisational strategy, owning portfolios of significant financial, reputational and operational risk, and providing robust and defensible advice at board level.

## 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 12,622.88, tax free.
- Initial duration of the assignment will be for 3 years. The contract may be

**Position Number:**  
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**Position category:**  
Programme  
Management

**Grade:**  
NATO grade 22:A5

**Minimum educational level:**  
University Degree (Master) in relevant field or equivalent experience

**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:**  
27 February 2025

**Vacancy status:**  
Receiving applications until deadline

renewed, but will not exceed the definite tenure of 9 years.

- Duty travel expected, in accordance with NATO policy, in support of approved operations and missions, on a case-by-case basis, by traveling to theatre/mission locations, especially where Agency personnel are/will be serving.

## **HOW TO APPLY?**

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

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

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

## **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.

## **EMPLOYMENT STATUS REQUIREMENT FOR CURRENT MILITARY OR ADMINISTRATION POST HOLDERS:**

Please note that if you currently hold a military or administration post, you will be required to decide, in accordance with your national authorities' regulations, whether to retire or resign from your post, or apply for special leave from your national authorities. If you are invited to a preliminary interview, you will be asked to indicate your preference at that time as well.

## **IMPORTANT NOTE:**

The Human Resources Executive 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.

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