

# GA-3 Investigator

Post N° GA-3/ Ref. No 2024\_00502

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

## General Qualifications

- University degree in relevant field or equivalent relevant professional experience.
- Experience in criminal, legal, military, fraud, corporate or other related investigations or a related field.
- Very good analytical, writing and communication skills and the ability to perform investigations with maturity, tact, discretion and sound judgment, including interview skills and ability to leverage IT tools in an investigation.
- 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 challenges.
- 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 government or international organisation experience relevant to the general and specific responsibilities, covering compliance, fraud, investigation or a related field.
- Demonstrated ability to carry out complex and varied investigations.
- Excellent command of investigations procedures, tools and methodology.
- Strong knowledge of good corporate governance principles and organisation-wide business practices.

## LANGUAGE QUALIFICATIONS

- NATO's two official languages are English and French. We prefer fluency in both languages but fluent English is mandatory. More languages is also a preference.

## 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 7 370,72/ 9 083.62 tax free.

## HOW TO APPLY?

**Position Number:**  
GA-3

**Ref. No.:**  
2024\_00502

**Position category:**  
Audit

**Grade:**  
NATO grade 15/17:A2  
A3

**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:**  
17 November 2024

**Type of project:**  
Current publication

**Vacancy status:**  
Receiving applications until deadline, Candidates invited for interview

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 3 November 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.