



SUPREME HEADQUARTERS ALLIED POWERS EUROPE

TALEO Job Number: 170286

Vacancy Number: A05/0317

Post Number: OSC BIX 0010

Job Title: Branch Head (ACO Internal Audit)

NATO Grade: A-5

Basic Monthly Salary (12 x per year): 8.735,02 €, tax free

Closing Date: Wednesday 26 July 2017

GENERAL BACKGROUND:

SHAPE, the Supreme Headquarters Allied Powers Europe, is the Headquarters of Allied Command Operations (ACO), one of the two major military commands of the North Atlantic Treaty Organisation (NATO). ACO safeguards an area extending from the northern tip of Norway to the eastern border of Turkey. This equates to nearly two million square kilometres of land, more than three million square kilometres of sea, and a population of about 320 million people.

POST DESCRIPTION:

Location: Casteau/Mons, 60 Km south of Brussels (Belgium)

Division: J8

POST CONTEXT

SHAPE is the Strategic Headquarters for Allied Command Operations. The J8 Division is responsible for supporting the ACO Financial Controller (FC) in execution of his roles as ACO Financial Controller and those of Financial Controller of Supreme Headquarters Allied Powers Europe (SHAPE) and NATO Early Warning (NAEW) Force Command, and as the Financial Advisor to SACEUR and as Head of the J8 Division. The J8 Division is responsible for ensuring proper financial and acquisition management throughout ACO encompassing policy development, implementation and oversight in all aspects of the budgetary, accounting and contracting activities of ACO commands. The Internal Audit Branch is responsible to SACEUR through the ACOS J8 (FINCON) as the principal Financial Advisor to SACEUR. The ACO Internal Audit Branch assists SACEUR and the ACOS J8 (FINCON) in the effective discharge of their managerial and supervisory responsibilities with regard to financial control. Responsible to SACEUR, COS and the ACO Audit Advisory Panel (AAP) for

ensuring that the work of the ACO Internal Audit Branch is performed in accordance with the NATO Financial Regulations (NFRs), the ACO Internal Audit Charter and also in accordance with recognized professional standards of the internal audit profession, as mandated by the North Atlantic Council.

This position is located with the J8 Division and reports administratively to the ACOS J8 (FINCON). The position reports functionally to COS and ACO AAP.

REPORTS TO

ACOS J8 (FINCON), OSC BXX 0010.

PRINCIPAL DUTIES

The incumbent's duties are:

- 1) Developing the annual programme of ACO internal audits for approval by the ACO AAP. This plan should be based on a detailed evaluation and processing of complex organisational information to ensure that audits are performed according to assessed organisational risk.
- 2) Responsible to SACEUR, through the COS and ACO AAP, for performing the work of the Audit Branch in accordance with NATO Financial Regulations, the ACO Internal Audit Charter and Internal audit Directive.
- 3) Directing, programming and controlling, performance of financial, risk, governance, performance, compliance, and internal control audits of ACO activities at both static headquarters and in operational theatres.
- 4) Responsible for establishing the objectives and general scope of work for each audit as well as identifying and assigning the manpower required.
- 5) Ensuring all work performed by the ACO Internal Audit Branch is in accordance with internationally accepted standards of Internal Auditing as required by NATO Financial Regulations (NFRs).
- 6) Directing execution of an annual programme of Headquarters audits, and performing ad hoc special audits as tasked by the Chief of Staff, requested by the ACO Financial Controller or HQ Commanders and Financial Controllers. These ad hoc requests must be approved by COS and the AAP - either in formal meetings or secretarially.
- 7) Evaluating the requests for ad hoc special audits and re-allocates internal audit resources according to newly assessed priorities.
- 8) Directing the development and training of all ACO Headquarters in audit related policies and procedures to include corporate governance, risk management, internal control, and compliance.
- 9) Programming and directing audits to evaluate the effectiveness, efficiency and economy of operations and systems, including Information Technology Systems (IT).
- 10) Developing internal audit policy, and advising the Chief of Staff and others in ACO on audit aspects related to risk management, corporate governance, and compliance issues.
- 11) Issuing, under his/her sole authority, written audit reports delineating required corrective actions and recommending, as appropriate, the adoption of new policies or procedures to improve control and efficiency. These reports must be of a high standard to ensure that complex issues are made understandable and therefore actionable.
- 12) Following up on previous audit recommendations to ensure compliance and assess progress. Where required, raising specific issues to the attention of the SHAPE Chief of Staff, the ACO Financial Controller or SACEUR as appropriate.
- 13) Co-ordinating audit activities, deconflicting audit programmes, and arranging mutual field coverage support with the Chairman, International Board of Auditors for NATO.

- 14) Performing of fieldwork associated with specific audits of special interest.
- 15) Directing performance of ad-hoc analyses and studies as tasked by the Chief of Staff, or as requested by ACO HQs.
- 16) Providing management consulting services to ACO Headquarters. In accepting consulting engagements, institutes controls to ensure that the complete independence of the Internal Audit Branch is maintained.
- 17) Ensuring/facilitating the professional development of the Audit Branch staff through a programme of training that ensures qualifications under an established Internal Auditor training and development programme.
- 18) Responding to emerging, non-recurring and/or changing issues in a logical, reasoned, professional and decisive manner. Takes final responsibility for all activities of the ACO Internal Audit Branch.
- 19) Reporting to the AAP (on a periodic basis as determined by the AAP) on results of audits performed, on the follow up to previous recommendations and any other matter which he/she deems to be of significance for the attention of the AAP.

NATO committee responsibilities:

Budget Committee (BC) – Contributor

Budget authority is held: Acts as fund manager for the ACO Audit travel and supply budget allocation.

Decision authority is held: Takes final decision regarding contents of audit reports to be submitted to the SHAPE COS and to HQ Commanders. Determines when it is appropriate to exercise right of direct recourse to SACEUR/COS or/and the ACO Financial Controller. Message release authority for matters affecting assigned functional area.

Supervisory duties: Dependent on requirements may, in addition to normal day to day supervisory responsibilities as the Branch Chief, be required to direct and supervise the work priorities of one or more HQ integrated project teams (IPTs). Evaluates staff performance and producing staff efficiency reports.

ADDITIONAL DUTIES

Performs other relevant duties as directed by the Chief of Staff or the AAP or the ACO Financial Controller (pending prior approval by the COS and the AAP), such as special investigations and ad-hoc studies. (In order to ensure the independence of the Internal Audit function, however, the incumbent shall not accept direct operational or financial function responsibilities).

The incumbent may be required to undertake deployments in support of military operations and exercises, and/or TDY assignments, both within and without NATO boundaries up to 30 days.

The employee may be required to perform a similar range of duties elsewhere within the organisation at the same grade without there being any change to the contract.

QUALIFICATIONS

ESSENTIAL QUALIFICATIONS

1. Professional/Experience

a) A minimum of 10 years of experience in the field of auditing, finance/accounting or business management, including at least 8 years in auditing activities and at least 5 years in management positions as head or deputy head of an internal audit department. The experience in internal auditing must be with an

organization adhering to internationally accepted internal audit standards. The experience in management positions must be recent and include direct ongoing responsibilities for organization wide internal audit planning (preparation of annual and multi-year risk based internal audit plans), resource allocation, assignment of work, supervision and performance evaluation of staff, preparation of annual internal audit activity reports, presenting on a regular basis the results of the internal audit department's work to an internal audit oversight body (similar to the ACO AAP). This professional experience must be accompanied by an internationally or nationally recognised professional designation/certification in the discipline of internal auditing. This designation/certification must be conferred by a professional internal auditing body which has been recognised internationally or nationally as being allowed to grant such designations/certifications.

b) Knowledge of and/or experience in the field of information systems audit, the use of computer assisted audit techniques and with the operation of automated accounting systems.

c) Knowledge of and/or experience with International Public Sector Accounting Standards (IPSAS) and/or International Accounting Standards/International Financial Reporting Standards (IAS/IFRS).

2. Education/Training

University Degree in operations research, economics, accounting, business process engineering, business administration, public administration, finance, management, engineering or related discipline and 10 years related experience, or a Higher Secondary education and completed advanced vocational training leading to a professional qualification or professional accreditation with 15 years post related experience.

3. Language

English SLP 4343 (Listening, Speaking, Reading and Writing)

NOTE: The work both oral and written in this post and in this Headquarters as a whole is conducted mainly in English.

4. Standard Automatic Data Processing Knowledge

Word Processing	:	Working Knowledge
Spreadsheet	:	Working Knowledge
Graphics Presentation	:	Working Knowledge
Database	:	Working Knowledge
eMail Clients/Web Browsers	:	Working Knowledge
Web Content Management	:	Not Required

DESIRABLE QUALIFICATIONS

1. Professional/Experience

Specific Experience:

- a) Experience as an auditor in NATO, a major international/ multi-national organisation or a national audit institution.
- b) Experience with a recognised Enterprise Risk Management methodology and Internal Control Frameworks.

2. Education/Training

An advanced university degree (MS. MA. MBA, MPA, or equivalent) or postgraduate diploma in accounting, finance, management, business administration or related field.

3. Language

English SLP 4444

CIVILIAN POSTS

1. Personal Attributes

As an independent advisor to the Military Commanders he must ensure that the advice delivered is appropriate, clear and comprehensive allowing the Commander to understand the problems and to take management decisions based on the audit recommendations. The incumbent is expected to be a principal contributor to development of NATO-wide policy. He/she has to deal with professionals and non-professionals, which requires patience and sound judgement. The incumbent must be a mature, tactful individual possessing sound judgement and flexibility, he/she must be able to express himself/herself clearly and persuasively, both orally and in writing.

In performance of his duties, the incumbent must display professionalism, technical expertise, empathy with the concerns of commanders and staffs, impartiality, and the highest standards of personal integrity.

2. Managerial Responsibilities

Directs the activities of the branch, supervising a professional staff of technical experts. Authorised to determine when it is appropriate to exercise procedures of direct recourse to SACEUR via the SHAPE COFS.

There are first line reporting responsibilities for the following numbers of staff: 1 x OF-4; 2 x OF-3; 1 x A-4; 3 x A-3.

3. Professional Contacts

The incumbent's organisation inspects/audits/assesses the activities of NATO military Commanders (ranging to the OF-9 level) and their staffs. Audits generally include coverage of all aspects of the work of the Headquarters and out briefs are routinely held at the HQ Chief of Staff or Deputy Commander level (typically OF-7/8). The incumbent interacts with, and inspects the work of, other Division/Branch Chiefs (A-5s/OF-5s). The incumbent has regular personal contact with the Chairman, International Board of Auditors for NATO (IBAN) (A-7 equivalent), HQ Chiefs of Staff (OF-7 - OF-9), and other senior NATO officials.

4. Contribution to the Objectives

The incumbent is the principal guarantor of independent evaluation of the financial efficiency and effectiveness of Allied Command Operations' activities and procedures. In doing so, the incumbent ensures Allied Command Operations' credibility before the nations by ensuring that SACEUR and his subordinate commanders meet their operational mission in a most cost-effective and efficient manner. This includes contribution to mission objectives by proactive identification and correction of potential problems, and continuous improvement of working methods and results. The audit organisation also provides direct support of operational mission objectives through audit support of deployed Headquarters, and assessment of contingency corporate governance mechanisms

5. Work Environment

The work is normally performed in a typical Office environment. Normal Working Conditions apply. The risk of injury is categorised as: No risk / risk might increase when deployed.

REMARKS

The complexity and diversity of the role demands experience with the following NOCs:

348I – Business Risk Management

343F – Financial Management

344A - Accounting

341H - Procurement

Duration of contract: Serving staff members will be offered a contract according to the NATO Civilian Personnel Regulations (NCPR). Newly recruited staff will be offered a definite duration contract of three years normally followed by an indefinite duration contract.

!!PLEASE READ CAREFULLY!!

HOW TO APPLY FOR A NATO CIVILIAN POST AT SHAPE:

Only applications submitted via the NATO Talent Acquisition Platform (<https://nato.taleo.net/careersection/2/jobsearch.ftl?lang-en>) will be taken into consideration. Applications submitted by other means (e.g. mail, e-mail, fax, etc) are no longer accepted.

When completing the application form using the NATO Talent Acquisition Platform, you will be able to add attachments. **One of these attachments must be a copy of the qualification/certificate covering the highest level of education required by the job description.** If this certificate is not in one of the two official NATO languages, you should include a translation into French or English.

Please answer each question completely, in English (preferably) or in French. Expressions such as “please see attached CV, please see annex, please see enclosed document, etc” are not acceptable; this is a cause of immediate rejection of the application. Particular attention should be given to Education and Experience section of your application form.

If shortlisted for an interview with the Selection Board you will be requested to provide original documentary evidence and a set of copies in support of the statements you make in your application.

If you are or have been employed as a civilian working for NATO or for any Coordinated Organization, please indicate last grade level and step held (next to your job title), and specify in which NATO body or Coordinated Organization you are/were employed.

Note for the personnel officers: if you have qualified redundant staff of same grade, please let us know by message not later than **Wednesday 12 July 2017**.

Remarks:

A) Only nationals from the 29 member states can apply for vacancies at SHAPE. The member states are: Albania, Belgium, Bulgaria, Canada, Croatia, Czech Republic, Denmark, Estonia, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Montenegro, The Netherlands, Norway, Poland, Portugal, Romania, Slovenia, Slovakia, Spain, Turkey, United Kingdom and United States of America.

B) Due to the large amount of applications received for all vacancies, telephone, e-mail or telefax enquiries cannot be dealt with.