



JWC VACANCY
NOTICE 261187

Job Title: Staff Officer (Internal Control & Coordination)

Description

We are seeking a Staff Officer (Internal Control & Coordination) to join the Office of Budget & Finance (BUDFIN) 📊

In this role, you will be playing an important role in ensuring the integrity of the system of financial management and control of international funds on behalf of NATO nations and ensuring that JWC meets its mission in the most cost-effective manner.

What we offer:

- 🌐 International work environment in Norway
- 🏢 Possibility to impact and improve processes
- 🤝 Collaboration across NATO networks

If you bring extensive experience in governmental budgetary administration and financial control operations, we encourage you to apply!

NATO Body: Joint Warfare Centre (JWC)

Primary Location: Stavanger, Norway

Schedule: Full-Time

Salary (Pay Basis): 93,933.00 NOK Monthly

Grade: G15

Clearance Level: NATO Secret (NS)

Application Deadline: 30 August 2026

Please note that the JWC is currently trialling a new organizational structure. Consequently, reporting lines, job titles, functional alignments and some duties may differ slightly from those outlined in this vacancy notice

Duties

The incumbent's duties are:

- Initiate, establish and maintain an appropriate system of Internal Control within BUDFIN and cross functional financial processes, reporting cycles and reviews.
- Conduct internal control assessments, financial risk management evaluations and analyse of the effectiveness of established controls of Appropriated and Non-appropriated funds. The Internal Control Officer (ICO) submits written reports on findings, with recommendations, in support of the Internal Control function.
- Serve as the BUDFIN Executive Officer, act as the central point of contact for cross-sectional coordination tasks and taskers using available digital tools, ensuring effective communication and alignment across BUDFIN.
- Coordinate and oversee annual programme of audits and verification of internal controls. Act as the main point of contact for internal auditors and International Board of Auditors for NATO (IBAN) auditors.
- Control adequate audit trails and data confidentiality, integrity and availability in information systems.
- Control formal approval process and authorization for transactions.
- Enforce segregation of duties, making sure to avoid conflicts of interest.
- Review BUDFIN Branches working practices and pass financial documentation through Commitment and Purchase Order stages, authorised by Fiscal, processed by Budgets, and paid by Disbursing to ensure adequate financial controls are in place and that resources are used efficiently and effectively. Identify opportunities to automate controls.
- Leads and contributes to drafting, validating, approval, and periodic review and revision of BUDFIN specific and related policies, directives and procedures.
- Monitor of National Support Elements, Host Nation Support office. Ensure adequate controls are in place related to the access to duty-free privileges and the process of value added tax reimbursement to entitled personnel/ entities.
- Roll check Central Cellar and other International Welfare Fund (IWF) accounts.

Qualifications

Education/Training

- University Degree in accounting, finance, management, business administration, public administration, economics or related discipline and 2 years function related experience, or
- Higher Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 4 years post related experience

Professional Experience

- Extensive experience at middle management level in governmental budgetary administration and financial control operations or equivalent.
- Familiarity with Automated Data Processing (ADP) financial management systems.
- Experience of departmental and cross-functional management.

Language

English – Upper Intermediate/Advanced

Desirable Qualifications

Professional Experience

- At least 4 years' experience in finance and control functions from an international military headquarters or other international organisation.
- Knowledge of working practices of major headquarters or international organisations.
- Strong knowledge of internal control/auditing practices and related frameworks.
- Possesses certifications such as Certified Internal Audit (CIA), Certified Public Finance Officer (CPFO), Certified Public Accountant (CPA) or equivalent.
- Fraud Risk Management Qualification.

Personal Attributes/Competencies

The incumbent must demonstrate excellent verbal and written communication and negotiation skills. The incumbent must exercise the highest standards of integrity, acting with persuasion, in order to achieve decisions which safeguard NATO's financial interest and image. Excellent communications and negotiation skills. The incumbent must be in good health, able to work under pressure. Regular travel on temporary duty may be required. Able to work independently. Able to work effectively in a multicultural environment.

Work Environment

The work is normally performed in an office environment.

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

Travel on temporary duty may be required for several conferences.

Irregular working hours may be required, especially during exercises/events

How To Apply For a NATO Civilian post at JWC:

JWC, as an equal opportunities employer, values diverse backgrounds and perspectives and is committed to recruiting and retaining a diverse and talented workforce. We welcome applications from nationals of all NATO Member States and strongly encourage women to apply.

Applications are to be submitted, in English, using the NATO Talent Acquisition Platform (NTAP) (<https://nato.taleo.net/careersection/2/jobsearch.ftl?lang-en>). Applications submitted by other means will not be accepted.

NTAP allows for the adding of attachments. Candidates are to attach a copy of the qualification(s)/certificate(s) covering the highest level of relevant education and vocational qualifications held to support their application.

Applications are automatically acknowledged within one working day after submission. In the absence of an acknowledgement please make sure the submission process is completed or re-submit the application. Applications will not be accepted after the deadline.

Remarks:

NATO will not accept any phase of the recruitment and selection prepared, in whole or in part, by means of generative artificial-intelligence (AI) tools, including and without limitation to chatbots, such as Chat Generative Pre-trained Transformer (Chat GPT), or other language generating tools. NATO reserves the right to screen applications to identify the use of such tools. All applications prepared, in whole or in part, by means of such generative or creative AI applications may be rejected without further consideration at NATO's sole discretion, and NATO reserves the right to take further steps in such cases as appropriate.

Notes for candidates: The candidature of NATO redundant staff at grade G15/A-2 will be considered before any other candidates.

Notes for NATO Civilian Human Resources Managers: if you have qualified redundant staff at grade G15/A-2, who wish to be considered for this post, please advise JWC Civilian HR no later than the closing date.

Contract:

The successful applicant will be offered a three year definite duration employment contract after which a further contract may be offered. Serving staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

Salary:

Starting basic salary is NOK 93,933.00 per month (tax-free). Additional allowances may apply depending on the personal circumstances of the successful candidate. For further details see [NATO Terms & Conditions](#).

For any queries, please contact the Joint Warfare Centre Recruitment Team at jwc.recruitment@nato.int.