

## **POST DESCRIPTION NATO INTERNATIONAL STAFF**

**DIVISION** INTERNATIONAL BOARD OF AUDITORS FOR NATO  
**TITLE** NATO Security Investment Programme and Financial Auditor  
**GRADE** G17 (A3)  
**JOB FAMILY** Support - Functional Management  
**WORK LEVEL** IV  
**POST No.** IBA0031  
**SECURITY CLEARANCE** NS  
**CONTRACT CLAUSE** (C)

### **1. SUMMARY**

The International Board of Auditors for NATO (IBAN) is an independent, external audit body that carries out external audits of NATO bodies, assimilated entities and of the NATO Security Investment Programme (NSIP).

The incumbent will assist Primary Auditors as a team member for audits of NSIP expenditure and financial statement audits of NATO and non-NATO bodies as assigned by the Board, in accordance with the auditing standards adopted by the Board. The incumbent may also act as lead auditor for NSIP audits and relevant financial statement audits as assigned by the Board. The incumbent should be able to travel extensively (approximately half the working year) throughout NATO member countries.

### **2. QUALIFICATIONS AND EXPERIENCE**

The incumbent must:

- possess a university degree or equivalent level of qualification;
- have at least 4 years' relevant audit experience in public-sector financial and compliance auditing and in performing audits of cost statements presenting expenditures of projects in compliance with specific regulations;
- have knowledge of the auditing standards promulgated by the International Organisation of Supreme Audit Institutions (INTOSAI) and by the International Auditing and Assurance Standards Board (IAASB);
- possess knowledge of current auditing techniques including audit software;
- possess excellent oral and written communication skills;
- possess the following minimum levels of NATO's official languages (English/French): V ("Advanced") in one and I ("Beginner") in the other;

The following would be considered an advantage:

- experience with the International Public Sector Accounting Standards (IPSAS) issued by the International Public Sector Accounting Standards Board (IPSASB) and International Financial Reporting Standards (IFRS) issued by the International Accounting Standards Board (IASB);

- experience in technical project audits verifying compliance of the project implemented with technical standards and requirements;
- prior audit work experience in a national Supreme Audit Institution or an International Organization or seconded status from a national Supreme Audit Institution
- membership of nationally recognised professional accountancy or auditing institutions.

### 3. MAIN ACCOUNTABILITIES

**Project Management.** Assist Primary Auditors as secondary auditor for NSIP audits and financial audits of NATO and non-NATO bodies as assigned by the Board and act as a primary auditor when needed, in accordance with the auditing standards adopted by the Board.

**Expertise Development.** Ensure continuous professional development of audit skills as well as knowledge of NATO, NATO entities and activities and auditing practices at other International Organisations.

**Knowledge Management** Prepare and present clear, convincing and timely audit reports and/or findings in accordance with the auditing standards adopted by the Board. Control the quality, quantity and relevance of data input. Contribute to the maintenance of knowledge and information sharing within the Board. Ensure an efficient flow of information.

Perform any other duty as assigned.

### 4. INTERRELATIONSHIPS

**Reporting Line:** The incumbent conducts the audit work under the supervision of the Board.

**Interactions:** The incumbent works closely and collaborates efficiently with the Principal Auditor, Senior Auditors and other Auditors. The incumbent must maintain close working contacts with officials of NATO and non-NATO bodies and national representatives in host countries. During the audit process, the incumbent works closely with supervisors, support staff and management at the audited entities.

Direct reports: N/a

Indirect reports: N/a.

### 5. COMPETENCIES

The incumbent must demonstrate:

- Achievement: Works to meet standards;
- Analytical Thinking: Sees basic relationships;
- Clarity and Accuracy: Checks own work;
- Conceptual Thinking: Sees patterns based on life/work experience;
- Customer Service Orientation: Takes personal responsibility for correcting problems;
- Empathy: Reads non-verbal cues and understands meanings;
- Impact and Influence: Takes multiple actions to persuade;
- Initiative: Is decisive in a time-sensitive situation;
- Teamwork: Co-operates.

## 6. CONTRACT

**Contract to be offered to the successful applicant (if non-seconded): Definite duration contract of three years; possibility of renewal up to a maximum of 9 years' service.**

Contract clause applicable:

It has been decided that for technical reasons, turnover is required in this post, and therefore, the maximum period of service in this post is normally six or nine years. Accordingly, the successful applicant will be offered a 3-year definite duration contract, which may be renewed for a further period of up to 3 years.

If the successful applicant is seconded from the national administration of one of NATO's member States, a 3-year definite duration contract will be offered, which, may be renewed for a further period of up to 3 years subject also to the agreement of the national authority concerned.

Serving NATO staff will be offered a contract in accordance with the IBAN Charter and NATO Civilian Personnel Regulations .

## 7. USEFUL INFORMATION REGARDING APPLICATION AND RECRUITMENT PROCESS

Please note that we can only accept applications from nationals of NATO member countries. Applications must be submitted using e-recruitment system, as applicable:

- For NATO civilian staff members only: please apply via the internal recruitment portal ([link](#));
- For all other applications: [www.nato.int/recruitment](http://www.nato.int/recruitment)

Before you apply to any position, we encourage you to [click here](#) and watch our video providing 6 tips to prepare you for your application and recruitment process.

Do you have questions on the application process in the system and not sure how to proceed? [Click here](#) for a video containing the information you need to successfully submit your application on time.

**When submitting your application, please ensure that your Taleo Candidate Profile is updated and that your CV is correctly uploaded in the Taleo attachments section.**

More information about the recruitment process and conditions of employment, can be found at our website (<http://www.nato.int/cps/en/natolive/recruit-hq-e.htm>)

Appointment will be subject to receipt of a **security clearance** (provided by the national Authorities of the selected candidate), approval of the candidate's **medical file** by the NATO Medical Adviser, verification of your study(ies) and work experience, and the successful completion of the **accreditation** and notification process by the relevant authorities.

**NATO will not accept any phase of the recruitment and selection prepared, in whole or in part, by means of reference documents without proper quotes (plagiarism), or any tools available on internet, including but not limited to translation facilities, or generative artificial-intelligence (AI) 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 tools will be rejected without further consideration, and NATO reserves the right to take further steps in such cases as appropriate.**

## **8. ADDITIONAL INFORMATION**

NATO is committed to diversity and inclusion, and strives to provide equal access to employment, advancement and retention, independent of gender, age, nationality, ethnic origin, religion or belief, cultural background, sexual orientation, and disability. NATO welcomes applications of nationals from all member Nations, and strongly encourages women to apply.

NATO is committed to fostering an inclusive and accessible working environment, where all candidates living with disabilities can fully participate in the recruitment and selection process. If you require reasonable accommodation, please inform us during your selection process.

Candidates will be required to provide documented medical evidence to support their request for accommodation.

Building Integrity is a key element of NATO's core tasks. As an employer, NATO values commitment to the principles of integrity, transparency and accountability in accordance with international norms and practices established for the defence and related security sector. Selected candidates are expected to be role models of integrity, and to promote good governance through ongoing efforts in their work.

Due to the broad interest in NATO and the large number of potential candidates, telephone or e-mail enquiries cannot be dealt with.

Applicants who are not successful in this competition may be offered an appointment to another post of a similar nature, albeit at the same or a lower grade, provided they meet the necessary requirements.

The nature of this position may require the staff member at times to be called upon to travel for work and/or to work outside normal office hours.

The organization offers several work-life policies including Teleworking and Flexible Working arrangements (Flexitime) subject to business requirements.

Please note that the International Staff at NATO Headquarters in Brussels, Belgium is a non-smoking environment.

For information about the NATO Single Salary Scale (Grading, Allowances, etc.) please visit our [website](#). Detailed data is available under the Salary and Benefits tab.

NATO does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. For more info please [click here](#).