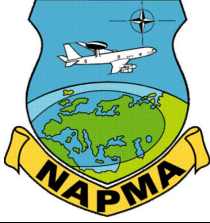


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Date of Approval: 22 September 2021

	<p>NATO AEW&C PROGRAMME MANAGEMENT AGENCY</p> <p>NOTIFICATION OF VACANCY</p>
Post Title:	Internal Auditor
Post Number:	IA001
Duty Location:	Brunssum, The Netherlands
NATO Grade	A4 / G20
Nation:	NU
Division/Office	Internal Auditor
Branch/Section	
Clearance:	NATO Secret (NS)
Manages/Supervises (no. of staff)	N/A
Closing Date	19 November 2021
Point of Contact	Human Resources & General Services Office recruitment@napma.nato.int
Application Details:	<p>A NAPMA Application Form of any applicant should be forwarded by email to recruitment@napma.nato.int The application form can be downloaded at www.napma.nato.int.</p> <p>NAPMA can only employ nationals from the NAPMO nations for this position. Applications should be supported by the member of the Board of Directors of the respective nation.</p>

1. POST SUMMARY:

NAPMA is a NATO Agency responsible to plan, acquire, and deliver improvements to and support the sustainment of the NATO AEW&C capabilities, while ensuring technical airworthiness, following the guidance of the NAPMO Nations.

Within the Agency the Internal Auditor is the central level of control, which provides to the General Manager the adequate tools in order to secure the actions of the Agency in front of him and, through him, in front of the Nations in compliance with the chartered mandate, rules and regulations

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2. PRINCIPAL DUTIES

The Internal Auditor is responsible to the General Manager (GM001) for the following duties:

- Planning, recommending for approval and performing audits of all NAPMA accounts, NAPMO properties and NAPMA activities to determine compliance with applicable NATO and NAPMO regulations and existing NAPMA guidance.
- Attending Audit Board meetings and provide advice and report on audit matters.
- Planning, managing and conducting performance audits.
- Reviewing, assessing and reporting on internal control policy, system and execution and providing necessary recommendations for improvements.
- Executing classical controlling tasks like measuring the effectiveness, efficiency and economy of internal operating processes, assessing the effectiveness of existing management controls, reporting results of audits and other activities, making recommendations for correcting deficiencies found and implementing more effective, efficient or economic administrative processes.
- Performing as the NAPMA Office of Primary Responsibility for all matters pertaining to the International Board of Auditors for NATO.
- Reviewing any internal or external NAPMA accounting activities as directed by the General Manager.
- Assisting with the design of business processes as required by NAPMA staff and directed by the General Manager.
- Following up on previous audit recommendations to ensure compliance and implementation, and where required, raising specific issues to the attention of the Chief of Staff.
- Verifying the implementation and effectiveness of management decisions resulting from his or her Internal Auditor report recommendations.
- Preparing external reports and correspondence related to the above duties.
- Performing internal audit fieldwork.
- Providing management consulting services as required, to include those related to governance, risk management and internal control.
- Preparing and presenting briefings on audit matters as directed by the General Manager.
- Attending training courses relevant to the above duties.

3. SPECIAL REQUIREMENTS AND ADDITIONAL DUTIES:

The incumbent may be required to perform other related duties as directed.

4. ESSENTIAL QUALIFICATIONS AND EXPERIENCE:

University Degree in management, business administration, public administration, economics, finance operations research, or related discipline. Five years' experience of performance auditing or in the field of financial system, risk and operational audit and computer systems.

The incumbent must have a good general education and be experienced with staff processes and traditional controller's functions. Must have extensive experience with acquisition programmes, financial and accounting activities and the planning and conducting of financial and operational audits. Specifically, the incumbent should be trained in and be knowledgeable of financial accounting auditing theory and procedures, management information systems, and statistical methods, inflation/deflation methodology including sampling techniques.

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Demonstrated capability of conducting audits involving financial management and reviews of the economy, efficiency and effectiveness of organizations. Be familiar with the use of a personal computer and computer programmes.

Must be fluent in one of the two NATO Official languages; some knowledge of the other is desirable. However, the work in NAPMA, both oral and written, is conducted in English

5. DESIRABLE QUALIFICATIONS AND EXPERIENCE

Familiarity with the NAPMO and the NAEW&C Programme would be an asset; knowledge of logistic and supply procedures would also be an asset.

Experience with Enterprise Resource Planning (ERP) systems or equivalent.

Experience as a lead auditor, managing the audit function in a government, international / multi-national organisation or a national audit institution. Experience with operation of automated accounting systems and office automation software packages, particularly spreadsheet applications. Committee of Sponsoring Organisations (COSO) Certificate

6. ATTRIBUTES / INTERRELATIONSHIPS

Ability to act independently in the execution of all NAPMA internal audit matters and to maintain a clear thought process, and sound judgment in undertaking the post's duties. Must be flexible to adapt to the changing environment as well as display tact in dealings with all staff. Must have sound presentational abilities, and be able to collate information and produce clear, effective, and concisely written reports.

Applying expertise and technology and detailed technical expertise, develops job knowledge and expertise (theoretical and practical) through continual professional development.

Analyses numerical data and all other sources of information, to break them into component parts, patterns and relationships.

Makes rational judgements from the available information and analysis.

7. COMPETENCIES

The incumbent must demonstrate:

- Achievement: Creates own measures of excellence and improves performance;
- Analytical Thinking: Sees multiple relationships;
- Clarity and Accuracy: Monitors data or projects;
- Flexibility: Adapts to unforeseen situations;
- Impact and Influence: Takes multiple actions to persuade;
- Initiative: Plans and acts up to a year ahead;
- Organizational Awareness: Understands organizational climates and culture;
- Self-Control: Responds calmly;
- Conceptual Thinking: Applies learned concepts;
- Empathy: To be open to others' perspectives;
- Organizational Commitment: Ability to align own behavior with the needs, priorities and goals of the Organization.

8. REMARKS

Any candidate should be in possession of a NATO Secret (NS) security clearance when taking up the position.