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## Internal Control Officer-180056

**Primary Location** Belgium-Brussels

**NATO Body** NATO Communications and Information Agency (NCI Agency)

**Schedule** Full-time

**Salary (Pay Basis)** : 6,620.31Euro (EUR) Monthly

**Grade** A.3

### Description:

NCI Agency is looking for an Internal Control Officer to be part of a highly skilled and motivated team. If you have experience in the areas below, this post is ideal for you!

### Role responsibilities:

Internal Auditing is an independent and objective assurance and advisory activity within NCI Agency. It assists the Agency in accomplishing its objectives by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of the organization's risk management, control, and governance processes.

The Internal Audit function goal is to add value and improve the NCI Agency processes and operations.

Under the direction of the NCI Agency Financial Controller and the Head of Internal Audit, you will perform duties such as the following:

- Review, assess and enhance the system of internal financial and budgetary controls and a program of internal control review, covering internal controls activities such as: segregation of duties, avoidance of conflicts of interest, data confidentiality, integrity and availability etc.);
- Review, assess and enhance the five components of Internal Control within Finance: Control Environment, Communication, Assessing and Managing Risk, Control Activities and Monitoring with the aim of achieving the following goals:
  - Safeguard of assets;
  - Reliability and integrity of financial information;
  - Compliance with managerial and command policies;
  - Efficient and effectiveness;
  - Accomplishment of Finance related goals and objectives.
- Support establishing and maintaining guidelines for a system of internal control within Finance;
- Control activities shall include but not limited to:
  - Segregation of duties;
  - Avoidance of conflict of interests;
  - Adequate audit trails and data confidentiality, integrity and availability in information systems;
  - Procedures for monitoring of performance and for follow-up of identified internal control weaknesses and deviations from the procedures laid down in the internal control system;
  - Periodic assessment and review of the risk and the sound functioning of the internal control system;

- Formal approval process and authorization for transactions;
- Deputize for higher grade staff, if required;
- Performs other duties as may be required.

### Person specification

#### Qualifications required:

We are looking for a candidate with a Master of Science (MSc) degree at a nationally recognized/certified University in Economics and/or Finance and 5 years post-related experience or a Bachelor of Science (BSc) degree at a nationally recognized/certified University in a related subject and 7 years post related experience.

Exceptionally, the lack of a university/college degree may be compensated by the demonstration of a candidate's particular abilities or experience that is/are of interest to NCI Agency; that is, at least 12 years extensive and progressive expertise in the duties related to the function of the post.

#### Experience required:

In addition to 5 years' post related experience; you will also have practical experience in the following areas:

- Strong knowledge of Internal control/auditing practice including use of sampling techniques and statistical methods and audit of controls in automated information systems;
- Having following certifications: CIA (Certified Internal Audit), CGFM (Certified Government Financial Manager), CPFO (Certified Public Finance Officer), CPA (Certified Public Accountant) or equivalent.

The following will be considered as an advantage:

- Experience in Financial Audit is a plus;
- Prior experience of working in an international environment comprising both military and civilian elements;
- Knowledge of NATO responsibilities and organization, including ACO and ACT.

#### Competencies required:

We are looking for a person who demonstrates the following behavioral competencies:

*Adhering to Principles and Values* - Upholds ethics and values; demonstrates integrity; promotes and defends equal opportunities, builds diverse teams; encourages organizational and individual responsibility towards the community and the environment.

*Delivering Results and Meet Customer Expectations* - Focuses on customer needs and satisfaction; sets high standards for quality and quantity; monitors and maintains quality and productivity; works in a systematic, methodical and orderly way; consistently achieves project goals.

*Following Instructions and Procedures* - Appropriately follows instructions from others without unnecessarily challenging authority; follows procedures and policies; keeps to schedules; arrives punctually for work and meetings; demonstrates commitment to the organization; complies with legal obligations and safety requirements of the role.

*Relating and Networking* - Easily establishes good relationships with customers and staff; relates well to people at all levels; builds wide and effective networks of contacts; uses humor appropriately to bring warmth to relationships with others.

*Planning and Organizing* - Sets clearly defined objectives; plans activities and projects well in advance and takes account of possible changing circumstances; identifies and organizes resources needed to accomplish tasks; manages time effectively; monitors performance against deadlines and milestones.

#### Travel

May be required to undertake duty travel to operational theatres inside and outside NATO boundaries

#### Language skills

Most of the work of the NCI Agency is conducted in the English language, and therefore a thorough knowledge of English, both written and spoken, is essential and some knowledge of French is desirable.

#### Contract

NCI Agency normally offers contracts of employment of a definite duration, not exceeding three years. Contracts may be for less than three years as required to support short-term projects, meet uncertainty with respect to the business outlook, staff performance and other factors.

Definite duration contracts may be extended for further periods. When extending contracts, the following is taken into consideration:

- Renewal is in the interest of the Agency.
- Staff member's desire to remain with the Agency.
- The financial situation provides sufficient funding for the post held.
- The skills, competencies and behaviours, potential and work experience of the staff, versus the requirements of the Agency's work and/or availability of funding.
- Staff member has served the Agency with performance to the required standard as defined by the Agency,
- Staff member's deployability to operational theatre.

Serving civilian members of NATO will be offered a contract in accordance with the NATO Civilian Personnel Regulations. The first six months of definite duration contracts are a probationary period. During this period the staff member's work is assessed to ensure that he/she has the ability to carry out the duties of the post. At or before the end of the probationary period, the staff member will be notified in writing that the appointment is confirmed or terminated or, in exceptional cases, that the probationary period is extended.

#### What do we offer?

Excellent tax-free salary, including (where eligible) expatriation household and children's allowances and additional privileges for expatriate staff.

- Education allowance for children (where appropriate) and an excellent private health insurance scheme.
- Generous annual leave and home leave (if eligible).
- Retirement Pension Plan.

To learn more about NCI Agency and our work, please visit our [website](#).

**Please note:** Due to the Agency's transition into a new structure in the near future, this post may be subject to transfer to one of our other locations, as well as to a change of reporting lines. The final decision will be made at the time of a firm offer.

**The Agency's recruitment team advises you that due to the large volume of applications it receives the screening process may take up to 2 months.**

We appreciate your patience.

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