

JOB DESCRIPTION

JOB INFORMATION

Job Title Advisor (TAAC)
CE Post nro NTI MSP 0160
HQ/Organizational Element Ministerial Advisory Division (MAD)
Duty Location BAGHDAD

POST DETAILS

POST CONTEXT

The Ministerial Advisory Division (MAD) is focused on delivering NMI's mandate to advise Iraqi security Institutions at the ministerial level.

Within the NMI SPCO the incumbents main responsibility is planning, advising, and implementation for NATO Transparency, Accountability and Counter-Corruption (TAAC) efforts and activities in support of Iraq ISI and ISF.

Principal Duties

- Help to promote democratic values and human rights, contribute more generally to security and stability and to help develop or enhance interoperability.
- Assess institutional weaknesses and advise Iraqi counterparts on policies and doctrines to increase transparency and accountability.
- Develop TACC strategic plan and recommendations, incorporate TACC measures during all phases of planning and execution to improve the odds of mission success.
- Provide practical tools to help Iraq strengthen its integrity, transparency and accountability in the field of strategic communication, financial management, acquisitions, legal and intelligence services.
- Provide guidance to Iraqi government institutions in support of implementing their anticorruption action plans and reforms.
- Provide training education programme of the Government Institutions that promotes and guarantees transparency and accountability with sufficient oversight to minimize risk of enabling corrupt behaviour (including the development of doctrines and policies to support the military operations).
- Incorporate TACC best practices results from lessons learned during recent operations that may be applicable to future operations.
- Ensure that the TACC information is available.
- Engage with Iraqi officials in support of TACC activities.
- Liaise and interact with all relevant actors of NMI, NATO and bilateral partners as necessary.

Special Requirements and Additional Duties

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

- The incumbent is required to undertake operation deployments and/or TDY assignments both within and without NATO's boundaries.

- The incumbent must be prepared for temporary reassignment within NMI's authorized CE in accordance with ACO 045-003 and as directed by CO NMI, in support of operational requirements.
- Given the dynamic operating environment in Iraq, the incumbent must be prepared to retrograde from the Greater Baghdad Area, possibly at short notice, for employment in locations outside of the borders of Iraq and under austere conditions for prolonged periods of time.
- Travel often outside base for advising.

The work is normally performed in a Normal NATO office working environment / Secure office environment with artificial light and air (e.g. Bunker). Slightly Undesirable Conditions apply. The risk of injury is categorised as: Moderate Risk of Injury

ESSENTIAL QUALIFICATIONS

Professional / Experience

(1) Internal Auditing

All activities involved in the operational review of governance, risk management and internal control within command systems and procedures of an organisational entity to determine the effectiveness of responses to risk and compliance with applicable policies. Performs special studies and analyses. Technical training in auditing, risk management, accounting, management information systems, and contemporary management method is also highly desirable.

Skills Level

Works under broad direction. Work is often self-initiated. Is fully responsible for meeting allocated technical and/or project/supervisory objectives. Establishes milestones and has a significant role in the assignment of tasks and/or responsibilities. Influences organisation, customers, suppliers, partners and peers on the contribution of own specialism. Builds appropriate and effective business relationships. Makes decisions which impact the success of assigned work, i.e. results, deadlines and budget. Has significant influence over the allocation and management of resources appropriate to given assignments. Performs an extensive range and variety of complex technical and/or professional work activities. Undertakes work, which requires the application of fundamental principles in a wide and often unpredictable range of contexts. Understands the relationship between own specialism and wider customer/organisational requirements. Advises on the available standards, methods, tools and applications relevant to own specialism and can make appropriate choices from alternatives. Analyses, designs, plans, executes and evaluates work to time, cost and quality targets. Assesses and evaluates risk. Communicates effectively, both formally and informally. Demonstrates leadership. Facilitates collaboration between stakeholders who have diverse objectives. Takes all requirements into account when making proposals. Takes initiative to keep skills up to date. Mentors colleagues. Maintains an awareness of developments in the industry. Analyses requirements and advises on scope and options for continuous operational improvement. Demonstrates creativity, innovation and ethical thinking in applying solutions for the benefit of the customer/stakeholder.

Experience

- Minimum five (5) years professional experience in the multi-national environment, working for an International Organization or a national administration in a senior capacity
- Experience in planning, implementing, monitoring and assessing international support efforts under NATO or other international organization's mandate.
- Extensive knowledge in international crisis management and Transparency, Accountability and Counter-Corruption (TACC).
- Should adhere to the NATO Code of Conduct containing the five core values: integrity, loyalty, accountability, impartiality and professionalism.

- Sufficient knowledge of pertinent doctrine and other key documents of assigned ISI/ISF in order to advise or assist in the development of TACC activities.
- Good management skills and have knowledge/experience with managing projects.
- Cultural understanding of Iraq customs and unit capabilities at an advanced level in order to advise and liaise effectively.

(2) Law Enforcement

The study of services to the community concerning protection of property and persons. It comprises training in police work, public security, fire protection and fire fighting.

Skill Level (Ensure/Advise)

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Experience

- University degree in audit, international relations or a related discipline.
- Project/Program Management Certified (PMP, PRINCE2, or equivalent).
- National Pre-Deployment requirements for Iraq AOO.
- NMI Pre-Deployment Training.
- ADL 169 – Improving Operational Effectiveness by Integrating Gender Perspective.
- ADL 224 – Introduction to NSO Operational Law Course.
- ADL 125 – Ministry of Defence (MOD) Advisors V3.0
- ADL 171 – Gender Focal Point
- ADL 168 – Role of the Gender Advisor.
- ADL 336en – Building Integrity (BI) Awareness Course (English)

Education/Training

(auto-generated based on the grade and the NATO Occupational Codes)

- University Degree in accounting, finance, business administration, public administration or related discipline and 4 years post related experience, or Higher Secondary education and completed advanced vocational training in the discipline leading to a professional qualification or professional accreditation with 5 years post related and 2 years function related experience.

The additional job specific qualifications and experience is described under Professional/Experience paragraph (4/a). In case of ambiguity the required job specific

experience have priority over the standard education and training levels and experience described here.

Language – English

English – SLP 3333 – (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.

NATO Occupational Codes

50411B – Internal Auditing

51032F – Law Enforcement

DESIRABLE QUALIFICATIONS

Professional Experience

- Experience in Iraq or elsewhere in the Middle East
- Familiar with NATO processes
- Experience in post-conflict environments and/or security sector reform

ATTRIBUTES/COMPETENCIES

Personal Attributes:

- Must be able to develop and maintain interpersonal relationships.
- Communication, problem-solving and conflict resolution skills.
- Social skills and cultural awareness.
- Ability to identify specified and implied tasks from discussions and written documents in order to ensure that all are oriented towards objectives.

Professional Contacts:

- Regular professional contacts with others inside and /or outside immediate organisation on functional matters. Solicits/gives information and provides advice/guidance.

Contribution to objectives:

- The work involves the analysis and research or a complete task with recommendations affecting the plans and management of the organisational element.

There are no reporting responsibilities.

This post reports to nobody.

This post deputises: NTI MSP 0150 – Advisor (TAAC) – A4/G20

This post is not deputised by anybody.

REMARKS

The NMI mission, while not combat, is executed in a combat environment. Specific roles, responsibilities, and tasks are subject to change based on the Commander's on-the-spot assessment of the situation. Commander, NMI reserves the right to reassign personnel or reappportion tasks within the CE based on mission requirements/changes. Must be prepared for intra theatre movements by ground or air, in accordance with national force protection caveats. Air quality within the Greater Baghdad area is poor and below NATO health and safety minimum standards. 5 days inTheatre HOTO is required.