

Vacancy Announcement
Secretariat of the International Renewable Energy Agency (IRENA)

Vacancy Announcement No:	HR/VA/2011/O/0736
Publication/Transmission Date:	7 July 2011
Deadline For Application:	30 July 2011
Title and Grade:	Internal Auditor – P4
Indicative Net Annual Salary:	USD 67,395 to 75,975 (without dependents) USD 72,373 to 81,821 (with dependents) plus post adjustment, provident fund and other benefits
Duration of Appointment:	Two years, with possible extension
Duty Station:	Abu Dhabi, UAE
Expected Date for Entry on Duty:	As soon as possible

IRENA is an inter-governmental organization mandated by Governments worldwide to promote the widespread and increased adoption and sustainable use of all forms of renewable energy. It facilitates and analyses the sharing of best practices and lessons learned regarding policy frameworks, capacity-building activities, available financial mechanisms and relevant technologies on renewable energy.

The Director-General has overall responsibility for providing leadership to carry out the Agency's mandate and is also responsible for the efficient and effective management of the Agency's mandate and its Work Programme. As part of the Internal Oversight Function, the Internal Auditor is responsible for providing assurance that programmes and plans are delivered effectively, that strategic management information is reliable and timely, and that continuous improvements are fostered in methods and procedures so as to enhance the quality of the Agency's operations. The Internal Auditor is also responsible for identifying major risks for the Agency and proposing remedial action to minimize such risks.

The position is located in the Office of the Director-General at IRENA Secretariat and the incumbent reports directly to the Director-General.

Within the limits of delegated authority and with operational independence, the Internal Auditor will be responsible for the following duties:

1. Provides support to the Director-General by undertaking internal audits, inspections, evaluations, investigations and monitoring activity to ensure (i) compliance of financial transactions with Assembly decisions, resolutions policies, procedures, and recommendations of external oversight bodies, (ii) accomplishment of management's objectives, (iii) reliability and integrity of information, (iv) economy, efficiency and effectiveness of financial, physical and human resources management and utilization, and of programme delivery, and (v) safeguarding of assets.

2. Develops and discusses findings, agrees on recommendations and timelines for corrective action with relevant programme managers; monitors the implementation status of agreed recommendations; drafts audit reports for the Director-General and conducts reporting in accordance with the Interim Financial Regulations. Appraises adequacy of follow-up action taken on audit finding and recommendations.
3. Coordinates/monitors work, controls audit/assignment resources, consolidates results, etc. Prepares risk-based audits/reviews.
4. Maintains and updates audit programs.
5. Identifies training needs, develops training programs and materials, and conducts workshops with respect to auditing approaches and techniques.
6. Performs other related duties as determined by the Director-General.

Competencies

Professionalism: Knowledge of auditing standards and practices, knowledge of applicable financial rules and procedures. Ability to identify issues, formulate opinions and present conclusions and recommendations. Shows pride in work and in achievements; demonstrates professional objectivity, competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Planning & Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Qualifications

Advanced university degree (Master's degree or equivalent) in business administration, finance, accounting or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. Certification as a Certified Public Accountant (CPA), Chartered Accountant (CA) or equivalent is desirable.

A minimum of seven years of progressively responsible professional experience in audit, finance, accounting, administration, statistics, computer science or related area.



Language: Excellent command of written and spoken English is required. Knowledge of other languages is desirable.

Qualified candidates may submit their application for this position by sending a complete and comprehensive CV and a letter of interest via e-mail to recruitment@irena.org.

Kindly indicate the Vacancy No. and Job Title of the position in the Subject when applying. IRENA will confirm receipt of your application. However, only candidates under serious consideration will be contacted for an interview and will receive notice of the final outcome of the selection process.