



Job Opening

Job Title: Auditor, P4
Department/ Office: Office of Internal Oversight Services
Duty Station: NEW YORK
Posting Period: 20 November 2012-19 January 2013
Job Opening number: 12-AUD-OIOS-25874-R-NEW YORK (X)

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

[Email to Friend](#)

[Apply Now](#)

Org. Setting and Reporting

This position is located in the Internal Audit Division (IAD) of the Office of Internal Oversight Services, OIOS. The Auditor reports directly to the Chief of Field Audit Section in IAD New York.

Responsibilities

Incumbents at this level work individually, as team members, or as team leaders. They are responsible for all phases (planning, field work, and reporting) of audits/reviews and for the development of staff working on those assignments.

Within delegated authority, and under the direction of the Chief Resident Auditor, the Auditor will be responsible for the following duties:

- Leads audits/special reviews with respect to large and complex operations. Identifies and allocates tasks, coordinates/monitors work, controls audit/assignment resources, consolidates results, etc.
- Prepares risk-based audits/reviews. Plans/programmes in accordance with OIOS standards.
- Supervises and coaches staff throughout the audit/review with the view to ensuring conformity with OIOS standards in all phases of the audit process.
- Empowers and challenges more junior staff to actively participate in the management of the audit/review.
- Documents, evaluates and test systems and controls to determine their adequacy and effectiveness, ensuring (i) compliance with policies and procedures, (ii) accomplishment of management's objectives, (iii) reliability and integrity of information, (iv) economical use of resources, and (v) safeguarding of assets.
- Prepares working papers for review by Senior Auditor/Chief of Section or the Chief of Service of IAD.
- Develops and discusses findings, agrees on recommendations and timelines for corrective action with responsible officer of operations audited, and monitors the implementation status of agreed recommendations.
- Drafts audit/assignment reports for Organization-wide consumption, including senior management and the General Assembly.
- Prepares presentations, using available technology tools (e.g., PowerPoint).
- Makes presentations of audit results to senior management of IAD and senior management of the operation audited.
- Monitors the status of audit recommendations.
- Appraises adequacy of follow-up action taken on audit findings and recommendations.
- Maintains and updates audit programs.
- Identifies training needs, develops training programs and materials, and conducts workshops with respect to auditing approaches and techniques.
- Evaluates staff performance; performs management review of work performed by assistant auditors, prior to Senior Auditor/Chief of Section review.
- Performs other related duties as determined by the Senior Auditor/Chief of Section or Chief of Service.

Competencies

Professionalism

- Demonstrates in-depth technical knowledge and hands-on experience in the field of auditing
- Demonstrates professional competence and has knowledge of auditing standards and practices, risk assessment, and applicable financial rules and procedures
- Identifies issues, formulates opinions and presents conclusions and recommendations
- Has the ability to defend and explain difficult issues and positions to staff including senior officials
- Establishes and maintains effective working relationships in a multi-cultural, multi-ethnic environment
- Has knowledge of specialized IT audit applications, such as IDEA, ACL, and AutoAudit
- Shows pride in work and in achievements
- 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

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

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 the audience
- Demonstrates openness in sharing information and keeping people informed.

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

Education

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), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), or equivalent is desirable.

Work Experience

A minimum of seven years of progressively responsible professional experience in audit (including supervisory functions), finance, accounting, administration, business administration/analysis, programme/project evaluation and monitoring, statistics, computer science or related area. Experience in auditing, preferably in the public sector, required.

Languages

English and French are the working languages of the United Nations Secretariat. For this post, fluency in English (both oral and written) is required. Knowledge of French or another UN official language is an advantage.

Assessment Method

Competency based interviews and other assessment methods as required.

Special Notice

- The appointment may be limited to OIOS.
- This is an extra budgetary funded post and the appointment is subject to availability of the funds.
- Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

United Nations Considerations

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.

[Email to Friend](#)

[Apply Now](#)
