



## Job Opening

**Job Title:** Resident Auditor, multiple duty stations, P3  
**Department/ Office:** OFFICE OF INTERNAL OVERSIGHT SERVICES  
**Duty Station:** OTHER: KABUL; KINSHASA; PORT-AU-PRINCE; ABIDJAN; NAIROBI; KUWAIT; NAQOURA; MONROVIA; KHARTOUM; EL FASHER; DILI  
**Posting Period:** 12 May 2011-11 July 2011  
**Job Opening number:** 11-AUD-INTERNAL OVERSIGHT SERVICES-19266-P-MULTIPLE D/S

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

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### Org. Setting and Reporting

This vacancy announcement is for roster purposes for positions in peacekeeping missions or other field operations. The posts are located in the Internal Audit Division (IAD) of the Office of Internal Oversight Services. The Auditors report directly to the Chief Resident Auditor/Senior Auditor/Chief of Section or to auditors in charge (team leaders). Audits/assignments are undertaken in the areas of finance, administration and operations. Incumbents at this level, work individually or as a member of an audit team. They may also lead smaller teams for mid-size or moderately complex operations.

### Responsibilities

Within delegated authority, the Auditor will be responsible for the following duties:

- Leads audits of smaller, less complex operations and supervises audit assistants on these assignments.
- Prepares/participates in preparations for risk-based audit plans/programmes in accordance with OIOS standards.
- Documents, evaluates and tests systems and controls to determine their adequacy and effectiveness to ensure (i) compliance with policies and procedures, (ii) accomplishment of management's objectives, (iii) reliability and integrity of information, (iv) economic use of resources, and (v) safeguarding of assets.
- Prepares working papers for review by the auditor in charge or the Senior Auditor/Chief of Section.
- Reviews working papers prepared by assisting auditors for subsequent review by the auditor in charge or the Senior Auditor/Chief of Section.
- Develops and discusses findings; comes to agreement on recommendations and timelines for corrective actions with responsible officers of operations audited and monitors the implementation status of agreed recommendations.
- Drafts audit reports for entire assignment or portion of assignment.
- Takes initiative in identifying appropriate audit tools, best practices, and identifies/performs tasks aimed at ensuring that the audit/assignments are conducted in accordance with OIOS standards.
- Supervise and coach lower level staff
- The position entails frequent travel which may include hardship locations.
- Performs other projects or tasks as may be assigned.

### Competencies

#### Professionalism

- Exercises due professional care by considering the: extent of work needed to achieve the audit plan; relative complexity, materiality, or significance of matters to which assurance procedures are applied; adequacy and effectiveness of risk management, control, and governance processes, probability of significant errors, irregularities, or non compliance; and cost of assurance in relation to potential benefits
- 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
- Is alert to significant risks that might affect objectives, operations, or resources
- Considers the needs and expectations of clients, including the nature timing and communication of results
- Identifies issues, formulates opinions and presents conclusions and recommendations
- 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

### 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 five years of progressively responsible professional experience in audit, 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.

**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.

**Assessment Method**

Competency based interviews and other assessment methods as required. Qualified candidates may be invited to a substantive assessment test followed by a competency based interview.

**Special Notice**

- The appointment is limited to OIOS.
- This vacancy announcement is for roster purposes. Candidates are asked to specify in the application their preferred location.
- 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.
- Extension of appointments is subject to the availability of funds.

**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.

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