



August 2024

Title: Junior Professional Officer – **Junior Oversight Officer**
Bureau/Dept/Unit: SG/SGO/OU
Supervision: Chief of Oversight
Duration: 2 years (with option for renewal)
Location: ITU Headquarter – Geneva, Switzerland
Grade: **P2**

ITU is the United Nations specialized agency for information and communication technologies – ICTs.

We allocate global radio spectrum and satellite orbits, develop the technical standards that ensure networks and technologies seamlessly interconnect, and strive to improve access to ICTs to underserved communities worldwide.

ITU is committed to connecting all the world's people – wherever they live and whatever their means. Through our work, we protect and support everyone's fundamental right to communicate.

Today, ICTs underpin everything we do. They help manage and control emergency services, water supplies, power networks and food distribution chains. They support health care, education, government services, financial markets, transportation systems, e-commerce platforms and environmental management. And they allow people to communicate with colleagues, friends and family anytime, and almost anywhere.

With the help of our global membership, ITU brings the benefits of modern communication technologies to people everywhere in an efficient, safe, easy and affordable manner.

ITU membership reads like a Who's Who of the ICT sector. We're unique among UN agencies in having both public and private sector membership. So in addition to our 193 Member States, ITU membership includes ICT regulators, many leading academic institutions and some 700 tech companies.

In an increasingly interconnected world, ITU is the single global organization embracing all players in this dynamic and fast-growing sector.

The JPO would be based in ITU HQ in Geneva, Switzerland, an international and exciting city that host more than 190 international organizations. Geneva host more than two thirds of all UN activities and

is visited by nearly 3000 heads of states or similar officials every year. It is a great opportunity to be based at the heart of the diplomatic world, and meet people from across the globe.

A. Organizational Unit:

The General Secretariat directs all the administrative and financial aspects of the Union's activities, including the implementation of the provisions of the administrative regulations on operational questions, the dissemination of information on telecommunication matters for operational and other purposes, the provision of legal advice to the Bureaux of the Union and the departments of the General Secretariat, logistic support to the Union's activities including conferences, the coordination of the work of the Union with other international organizations, the dissemination of information to the Member States and Sector Members, press, corporate and individual users of telecommunications and the general public.

B. Organizational context:

The mission of the OU is to provide independent and objective audit, investigation and evaluation services designed to add value and improve the Organization's operations and to enhance the integrity and reputation of the Organization. The OU assists -in an independent manner- the ITU Secretary-General in the fulfilment of management responsibilities. The JPO post is to reinforce the oversight capacity of the Unit and part of the structure alongside the other professional posts in the OU.

C. Duties, responsibilities and key results expected: *(will be evaluated by Classification Officer)*

Under the overall supervision of the Chief of Oversight and the guidance of the OU officer(s), the Junior Professional Officer:

- Prepares work plans including, risk assessment and audit programmes for assurance and advisory assignments.
- Conducts segments of financial, operational and compliance audits of complex operations as well as similar audits of small and medium sized operations in accordance with Institute of Internal Auditors (IIA) Global Internal Audit Standards.
- Obtains and requires information directly or indirectly through examination of records or interviews with staff members.
- Reviews and evaluates the adequacy and effectiveness of the management controls system for the process audited as well as drafts recommendations for improvements.
- Drafts and prepares segments of reports and communications concerning the results of the work performed for review by the OU Officer(s) in charge.
- Assesses the reliability and effective use of internal controls and assists in reviewing administrative procedures.
- Supports the OU investigator in retrieval and analysis of confidential information and provides charts or comprehensive documentation representing those retrieval and analyses efforts.
- Performs other related duties as required.

D. Work relations and contact

- Oversight colleagues (daily): exchange of information, internal meetings, sharing of oversight work and working together on an oversight mandate;
- Heads and staff of operations audited (once a week): conducting interviews, discussing details, sending requests for information.

E. Competencies

Core Competencies: Applying Expertise; Effective Communication; Learning and Knowledge Sharing; Organizational Commitment; Results-Focused, and; Teamwork and Collaboration.

Essential Functional Competencies: Analysis, Judgement and Decision Making ☒; Client and Service Orientation ☒; Innovation and Facilitating Change ☒; Leadership ☐; Networking and Building Partnerships ☒; Planning and Organising ☒; Successful Management ☐

Essential Technical Competencies (*Examples of technical competencies are knowledge of regulatory frameworks, ERP or project management methodologies, etc.*):

Knowledge of ERM, Risk based audit planning, Process mapping, ERP (SAP).

F. Qualifications required

1. Education:

University degree in business administration, accounting, finance or a related field OR education from a reputed college of advanced education, with a diploma of equivalent standard to that of a university degree in one of the fields above.

2. Work experience:

At least three years of progressively responsible experience in auditing, controlling or closely related field. An advanced degree in a related field can be considered as a substitute for one year of working experience. A doctorate in related fields can be considered as a substitute for two years of working experience. Experience in public sector administration or internal auditing would be an advantage.

3. Languages:

Knowledge of one of the six official languages of the Union (Arabic, Chinese, English, French, Russian, Spanish) at advanced level and knowledge of a second official language at intermediate level. Knowledge of a third official language would be an advantage. (Under the provisions of Resolution No. 626 of the Council, a relaxation of the language requirements may be authorized in the case of candidates from developing countries: when candidates from such countries possess a thorough knowledge of one of the official languages of the Union, their applications may be taken into consideration.)

G. Training and Learning Elements:

The candidate will acquire excellent knowledge and experience of:

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- Understanding of ITU business processes and analysis
- Data collection and analysis
- Identification of types of controls

The post holder will be attached to a direct supervisor who will provide learning opportunities by the following means:

- participation in ITU meetings
- studying ITU reports
- on-the-job training