

28. A. General Information

JPO functional title: **Audit Analyst, Internal Audit Branch**

Main sector of assignment: **Internal Audit Branch, Office of Audit and Investigation Services**

Duty Station: **New York, USA**

B. Supervision

Title/Level of Supervisor: **Chiefs Unit 1, 2 & 3, P-5**

C. Information for Donor Consideration

1. How could the work experience in your particular work unit and the proposed ToR benefit the JPO's possible retention and career advancement in the UN System or UNFPA?
The work experience will provide the JPO with a career advancement in the UN System in general and UNFPA specifically. Internal Audit experience provide a broad overview of the organization and an understanding of the organization mandate, set up to deliver the mandate, and understanding the governance, risk management, and controls relating to various business units' governance, programme management and operations management.
2. Does the supervisor have experience managing and coaching a young professional, and for how many years?
The proposed matrix supervisors have several years' experience managing and coaching young professionals both in the UN System and from private practice.
3. Is the work unit expected to undergo a realignment or currently in the process of realignment?
No.
4. Subject to satisfactory performance, could the work unit co-fund (50-50) the JPO post in the final year of assignment?
Yes.
5. How many P-2, P-3, and P-4 posts does the work unit currently have?
Seven P-4 posts.

C. Duties and Responsibilities

Purpose of JPO

OAIS requires the services of a JPO to conduct internal audits and advisory engagements under the supervision of its internal audit engagement team leaders, Chiefs of Units, and the Director, OAIS.

Functional responsibilities

Audit planning will be performed, as appropriate, and approved by OAIS Management. Audit field work and advisory engagements will be conducted at UNFPA field offices (e.g., Country and Regional Offices), Headquarters, and/or remotely. Audit work will be performed in accordance with the International Standards for the Professional Practice of Internal Auditing, and the internal audit methodology adopted by OAIS, which is outlined below:

Audit engagement planning phase

- Obtain and analyze information on the audited business unit or the process areas.
- Develop a risk-based engagement audit plan and programmes in collaboration with the team leader.

Audit engagement fieldwork and reporting phases

- Build, document, and analyze evidence related to each of the risk areas identified in the planning phase and included within the scope of the audit.
- Document work performed for each of the areas within the audit scope.
- Formulate value adding and implementable recommendations that address the root causes of audit findings.
- Prepare work-papers ensuring completeness and accuracy.
- Attend audit exit meetings.
- Prepare and present draft audit findings and recommendations.
- Prepare and present the final internal audit report.

Advisory Services

- Advisory services will involve a structured examination of processes, ERP system implementation and post-implementation, policies and guidance, programmatic assessments, special assignments, thematic assessments of business processes, global programmes, strategic review of policy and guidance, or other areas, as maybe assigned.
- Advisory and consultative services will take the form of preventative and supportive analysis and/or reviews.

Expected travel

Travel is expected to countries, areas of programme implementation, UNFPA field offices, Implementing Partners, and other Partners, as may be necessary to undertake assigned audit engagements, missions, and advisory services.

D. Qualifications and Experience

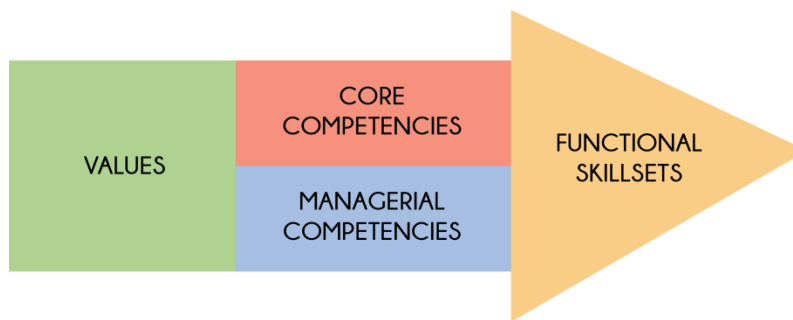
- ☐ Advanced university degree in Accounting, Business or Public Administration, Finance, or closely related field. A first level degree in any of these fields, in combination with a professional auditing certification and relevant professional experience, may be accepted in lieu of an advanced degree.
- ☐ Professional accounting, auditing, or related designation (CA/ CPA / ACCA/ internationally recognized national equivalent or CIA). Additional certifications would be considered an asset.
- ☐ At least 2 years of experience in internal audit and/or other directly relevant experience (e.g., external auditing), preferably at internal audit functions of the United Nations, international or regional organizations, and/or international professional services firms. Prior experience in developing countries is an asset.
- ☐ Demonstrated knowledge of internal auditing standards and practices, risk management, and internal controls.
- ☐ Experience in effective use of modern audit management tools and techniques such as electronic working papers, Computer Assisted Audit Techniques (CAATs), word processors, spreadsheets and presentation software. Experience working with TeamMate+ and Google collaboration tools (i.e., Google Suite), an asset.
- ☐ Excellent written and verbal communication skills and proven ability to express oneself well.
- ☐ Knowledge of ERP systems, including their implementation, experience in IT auditing, deep understanding of IT infrastructure, cybersecurity, software development life cycles, and IT governance frameworks, is highly desirable.
- ☐ Fluency in English with proven ability to express himself/herself well verbally and in writing. Spanish, and/or French are an asset.
- ☐ Initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds.

E. Learning Elements

Upon completion of the two-year assignment, the JPO will be able to:

- ☐ Conduct internal audit engagements covering the planning, fieldwork, and reporting phases, in accordance with IPPF.
- ☐ Demonstrated knowledge of internal auditing standards and practices, risk management, an internal control.

F. Required Competencies



Values: Exemplifying integrity, Demonstrating commitment to UNFPA and the UN System, Embracing cultural diversity, Embracing change and receiving feedback.

Core Competencies: Achieving results, Being accountable, Developing and applying professional expertise/business acumen, Thinking analytically and strategically, Working in teams/managing ourselves and our relationships, Communicating for impact, and People Management - managing competencies and ability to improve performance, satisfaction, and mentor staff.

Functional Skill Set:

- ☐ Excellent knowledge of auditing principles and their application,
- ☐ Ability to be a part of an audit team to deliver on expected results,
- ☐ Excellent interviewing skills,
- ☐ Excellent research, analytical, and problem-solving skills, ability to analyze complex processes, identify risks and inefficiencies, and provide actionable recommendations for improvement.
- ☐ Ability to apply good judgment in the context of assignments given,
- ☐ Ability to plan work and manage conflicting priorities for self and others,
- ☐ Excellent communication skills, both oral and in writing, and ability to draft and edit clear and concise reports in English, and effectively convey audit findings and recommendations to Management and other stakeholders,
- ☐ Ability to handle sensitive relationships with tact, integrity, and discretion, and
- ☐ Adaptability and cultural sensitivity - ability to work in diverse environments and adapt audit practices to different operational contexts and culture.

G. Background Information

Information on the receiving office:

(Provide basic information on the office: number of international/national staff in the whole office and in the unit where the JPO will be working, etc. Give a short background of the programme/projects the JPO will be working on: history, recent and upcoming developments.)

OAIS is an operationally independent office of UNFPA and reports to the Organization's Executive Director. It is responsible for supporting the achievement of UNFPA's objectives by contributing to improvement of the Organization's operations, risk management, and results, through its internal audit, investigation, and advisory services. OAIS solely performs, manages, or authorizes others to carry out these services.

To fulfill this mandate, the Internal Audit Branch provides independent and objective assurance and advisory services with the objective of increasing accountability, enhancing risk management, governance, and control processes, and improving the effectiveness and efficiency of UNFPA's operational and programmatic performance. UNFPA performs its internal audit work in accordance with the International Professional Practices Framework (IPPF) of the Institute of Internal Auditors (IIA).

The JPO will be working on delivering the Internal Audit Branch approved workplan, which includes audit of Country Offices, Regional Offices, headquarter units and various business processes as included in the annual workplan.

OAIS has 27 international staff and three national staff.

Family / Non-family Duty Station – means that you are not allowed to bring any family members:
New York is a Family Duty Station.