

Job Description

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| Position Title: Associate Audit Officer (JPO) | Contract type: Fixed-term appointment (Junior Professional Officer) |
| Grade: P2 | Duty Station: Rome, Italy |
| Department: Corporate Services Support Group (CSSG) | Division/Unit: Office of Audit and Oversight (AUO) |
| Duration of Assignment: 2 years (renewable up to 3 years subject to satisfactory performance, recommendation by respective office and partner country agreement). Extension for a third year, possibly in a different duty station, will depend on availability of financial resources and the candidate's performance. | Effective Date: As soon as possible |

1. Organizational Context

The International Fund for Agricultural Development (IFAD) is an international financial institution and a specialized United Nations agency dedicated to eradicating rural poverty and hunger. It does so by investing in rural people. IFAD finances programmes and projects that increase agricultural productivity and raise rural incomes, and advocates at the local, national, and international level for policies that contribute to rural transformation.

The Office of Audit and Oversight (AUO) enhances and protects organizational value by providing independent and objective assurance and advisory services designed to add value and improve the operations of IFAD. It helps IFAD accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. AUO also reviews and investigates possible or alleged irregular practices, including staff misconduct, fraud and corruption in IFAD activities, and actively promotes ethics, accountability, quality and continuous improvement in IFAD operations.

AUO is organized in two sections (the internal audit and investigation sections) and a front office. The Director AUO is responsible for the overall management of AUO and reports to the IFAD President and functionally also to the Audit Committee.

AUO is assigned a lead role in the implementation of the IFAD Anti-Corruption policy and a large part of its work is devoted to developing the capacity of the Fund to prevent fraud and corruption in its projects. AUO is responsible for carrying out investigations into alleged irregularities in IFAD activities and the JPO may be required to support investigation work from time to time as it pertains to their audit findings.

Position Title of Direct supervisor: Audit Manager

2. Purpose of position

Annually, the work assignment responsibilities of the JPO are defined within the context of the office workplan and will be formally assigned to the JPO by the Audit Manager; for individual assignments the JPO will normally be part of a team led by a senior Audit Officer. For each assignment the team leader will initially assist in planning the work and subsequently review and approve the assignment plan; during the performance of the assignment the team leader will assist, guide and be available for consultation with the JPO; at the completion of each assignment the team leader will carry out a final review of working papers and of the draft final report. General supervision of the JPO will be provided by the Audit Manager who will be the Supervisor and who will provide the JPO with performance feedback twice a year. Throughout the term of the JPO and especially at the beginning, the direct Supervisor will provide coaching on various aspects of the work.

3. Duties and Responsibilities

The incumbent will carry out management reviews and participate in other audit activities of the Office of Audit and Oversight.

The JPO will assume the following responsibilities:

- Plan and conduct reviews of IFAD processes with emphasis on project related activities, as included in the annual Internal Audit workplan, focusing on management, efficiency and compliance aspects.
- On audit assignments plan the strategy, determine the audit procedures, scope of the audit and prepare the audit programme. Plan, organize, supervise and report on the work of an audit team, and coach and direct staff under supervision.
- Assess the adequacy and effectiveness of internal controls and accounting / management systems as well as the efficiency and effectiveness of the administrative, procedural, or managerial dimensions of programmes.
- Liaise with managers in planning and performing the work and will present the results of the review to managers and staff; will draft the relevant report and other audit communications relating to the assignment.
- Perform special studies, field missions and examinations as team leader or as part of a team.
- Perform other related duties as assigned by the Director, Audit and Oversight.

4. Qualifications and Skills Required

Education

- An (advanced) university degree or professional qualification in Audit, Business Administration, Finance, Law, Accounting, Economics or other related field.
- Degree must be obtained from an accredited institution listed on <https://www.whed.net/home.php>

Experiences:

- At least two (2) years' work experience and/or good knowledge in any of the following areas: audit, finance, legal, investigations, management of projects, international banking or any other experience relevant to the duties and responsibilities as indicated above.

Language:

- Excellent written and spoken English.
- Working knowledge of another IFAD official language (French, Spanish, or Arabic) is desirable.

Position specifics:

- Good communication skills and ability to work under minimum supervision in a multi-cultural environment.
- Knowledge of standard office software applications.
- Ability to perform accurate and reliable work, seeking and accepting guidance and providing performance feedback to supervisors.
- Profile: A young ambitious and dynamic individual, with a strong interest in development work and a good appreciation of the importance of good governance, with a strong, independent mental attitude and highest integrity and ability to inspire and nurture an organizational culture of ethos and fairness.

5. Organizational competencies

Organizational

- **Strategic thinking and organizational development:** Personal influence
- **Demonstrating Leadership:** Personal leadership and attitude to change
- **Learning, sharing knowledge and innovating:** Continuously seeks to learn, shares knowledge and innovates
- **Focusing on clients:** Focuses on clients
- **Problem solving and decision making:** Demonstrates sound problem solving and decision making ability
- **Managing time, resources and information:** Manages own time, information and resources effectively
- **Team Work:** Contributes effectively to the team
- **Communicating and negotiating:** Communicates effectively: creates understanding between self and others
- **Building relationships and partnerships:** Builds and maintains effective working relationships

Training Components and Learning Elements:

Training components:

- On the job training in internal regulations, rules, procedures and standards.
- Participation in mandatory trainings organised by HRD.
- Participation in AUO trainings organised by HRD and external training providers.
- Participation in in-house training offered by other IFAD Divisions.
- Direct coaching by Auditor Manager

Learning Elements:

- The exposure to all facets of IFAD project activities, will provide the JPO with clear and practical insights into the planning, implementation, management and administration of development activities
- The emphasis on efficiency, controls and effectiveness will assist the JPO in developing strong and practical management and governance skills based on real situations pertaining to operations in more than 100 countries.



Investing in rural people

- The exposure to the professional discipline of the audit process will assist the JPO in improving his / her own personal work and management competencies.
- The organizational role of the JPO will ensure that he / she gains comprehensive understanding of the working of an International Financial Institution.
- The learning will be achieved through structured courses, on-the job coaching, assignments of increasingly responsible tasks and gradual exposure to all facets of IFAD's work. It will be gradual and will continue throughout the JPO period.