



UNOPS helps its partners in the United Nations system and the international community meet the world's needs for building peace, recovering from disaster, and creating sustainable development. UNOPS is known for its ability to implement complex projects in all types of environments around the globe. In an effort to promote organizational excellence, UNOPS seeks highly qualified individuals for the following position:

Vacancy Details

Vacancy Code	2010/IAIG/IA/P3/14-02
Position Title	Internal Auditor (2 positions)
Position #	00048975
Position Level	P3
Position status	Non-rotational
Org Unit	Internal Audit and Investigation Group (IAIG)
Duty Station	Copenhagen, Denmark
Contract Type	Fixed Term appointment
Closing Date	14 February 2010

Background

UNOPS is a self-financing entity of the United Nations system, with more than a decade of experience in providing operational management services in developing nations and post-conflict/emergency situations. Headquartered in Copenhagen, UNOPS presently operates in over 60 countries providing to UN agencies and developing countries complex project implementations of client operations, loan administration and supervision, and advisory services for operations management.

The Internal Audit and Investigation Group (IAIG) provide support to the achievement of the objectives of UNOPS by strengthening the accountability system through the provision of professional audit, advisory and investigation services. In support of its mandate, the IAIG conducts internal audits and management reviews, in accordance with the Standards of the Institute of Internal Auditors and provides recommendations to the Executive Director for financial, management and operational activities. The IAIG manages and conducts investigations. The Head of the IAIG reports directly to the Executive Director of UNOPS.

The IAIG has vacancies for two positions, both within the IAIG, with one dedicated to the audit of the Mine Action Cluster. Both positions are located in Copenhagen.

Duties and Responsibilities

Under the supervision of the Head, IAIG, the primary role of the Internal Auditor is to perform internal audits and reviews (as a team leader or a team member) of the organizational units, functions and projects at headquarters and in the field. He/she also conducts ad hoc special assignments including performance audits, consulting work, special audits or investigations under the supervision of the Head, IAIG. The

principal duties of the Internal Auditor are:

1. Lead, or function as a team member, in conducting independent and objective appraisals and audits of financial, accounting, administrative, project-related, computer-based, and other business processes in UNOPS, including identification of opportunities to improve the efficiency, effectiveness and reliability of processes and ensure appropriate use of resources. These audits consist of both financial (compliance) and performance (systemic, functional or value for money) audits. These involve the preparation of risk-based detailed audit plans/ programmes based on issue analysis, conduct of audit field work for collection of evidence for documenting, evaluating and testing systems and controls to determine their adequacy and effectiveness, preparation and review of working papers, preparation of audit reports, incorporating input from other team members and presentation of key findings and recommendations to management.
2. Establish and maintain a positive relationship with auditees.
3. Provide advisory services on audit related matters.
4. Monitor and report on the status of implementation of recommendations resulting from audits conducted and appraise the adequacy of follow up action taken.
5. Ability and readiness to travel, including to hardship locations, to UNOPS Regional Offices, Operation Centres, Mine Action units and other implementation units around the world.
6. Contribute to the ongoing development of professional practices within the IAIG in accordance with IIA Standards. Identify training needs, develop training programs and materials, and conduct workshops with respect to auditing approaches and techniques.
7. Provide guidance to audit staff on technical and administrative matters. Identify training needs, develop training programs and materials, and conduct workshops with respect to auditing approaches and techniques.
8. Carry out other tasks as may be assigned by the Head of IAIG.

Required Selection Criteria

Competencies

Core Values and Ethics: demonstrates integrity and fairness, display cultural and gender sensitivity, shows strong corporate commitment and complies with United Nations code of conduct.

Teamwork: Ability to work in a team and to lead team based activities, embraces extra responsibility, build team morale and consensus.

Task Management Skills: produces timely, quality outputs, exercises sound judgment/analysis, develops creative solutions and able to handle multiple tasks.

Communications: speaks and writes clearly and convincingly, has good presentation skills, listens actively and responds effectively, including ability to defend and explain difficult issues and positions to staff including senior officials.

Building and Sharing Knowledge: actively builds deep knowledge, makes valuable contributions, applies existing knowledge to work and provides advice and support to others.

Learning: provides constructive coaching and feedback, acts as long-term mentor for others and acts on personal development plan.

Leadership: Demonstrated innovative technical leadership by performing and/or overseeing the analysis of complex audit policy and programme issues, and leading, coordinating and managing multiple audit teams working on concurrent projects/activities.

Managing Performance: Strong managerial/supervisory skills; Ability to establish, plan and encourage performance, and coordinate and monitor work of others; delegate appropriate responsibility, accountability and decision-making authority.

Professional: demonstrated ability to perform and/or manage the following services:

- Financial/compliance audits – headquarters, regional offices and implementation units;
- Performance audits (value for money audits) of systems and functions;
- Investigations – procedures, interview techniques, etc. and
- Advisory services.

Education/Experience/Language:**Education:**

Advanced university degree in accounting, audit, business administration, economics, commerce or related field or professional accounting, auditing or related designation (CIA, CFE, CISA, CPA, ACCA, CA, etc).

Experience:

Minimum 5 years of internal audit or other directly relevant experience. Significant experience with internal auditing practices; tools and techniques; and the assessment of management systems and practices, financial and internal controls, and utilization of resources is required. Familiarity of such within the United Nations system or international development entity is desirable. Familiarity of audit experience within a self financing entity (public or private sector) is particularly desirable.

Knowledge of UNSAS and/or IPSAS is an asset. Strong knowledge of general accounting principles.

Language skills:

Excellent oral and written communication skills in English. Working knowledge of another UN language such as Spanish, French or Arabic is an asset. Language skills will be tested.

Computer skills:

Demonstrated ability to use and apply the following technical processes to improve the efficiency and effectiveness of the IAIG service:

- Microsoft office suite (word, excel, access and powerpoint)
- Electronic audit management software such as Autoaudit
- Computer assisted audit techniques, such as ACL or IDEA
- ERP, such as Oracle/PeopleSoft

Submission of Applications

Qualified candidates may submit their application, including a letter of interest, complete Curriculum Vitae and an updated United Nations Personal History Form (P.11) (available on our website), via e-mail to **vacancies@unops.org**. Kindly indicate the vacancy number and the post title in the subject line when applying by email.

P11 form can be downloaded at: <http://www.unops.org/english/whoweneed/pages/default.aspx>.

Additional Considerations

- Applications received after the closing date will not be considered.
- A written test may be used for preliminary screening of applicants.
- Only those candidates that are short-listed for interviews will be notified.
- Qualified female candidates are encouraged to apply.
- UNOPS reserves the right to appoint a candidate at a level below the advertised level of the post.

For more information on UNOPS, please visit the UNOPS website at www.unops.org.

UNOPS offers an attractive, tax free salary. In addition, a competitive benefits package is provided which includes 30 days annual leave, medical insurance, pension plan etc. Internationally-recruited staff may furthermore be eligible for paid home travel, rental and education subsidy as per applicable UN Staff Rules.