

**INTERNAL OVERSIGHT OFFICER (P.4)  
INTERNAL OVERSIGHT AND ETHICS OFFICE**

Circular Number: 3888

<p><b>Vacancy announcement:</b> V.N. 18-04  <b>Admin number:</b> ADMIN/18/78  <b>Post number:</b> 5-2843  <b>Contract Information:</b> Fixed-term for two years (first year is probationary) with the possibility of further extension subject to satisfactory performance.</p>	<p><b>Date of Issue:</b> 16 October 2018  <b>Deadline for applications:</b> 13 November 2018  <b>Salary information:</b> US\$ 71,332 net per annum, plus post adjustment (currently US\$ 44,868). Staff with primary dependents (subject to eligibility) will receive an additional allowance of 6% of the net salary plus post adjustment. Salary is free of income tax in the United Kingdom. For further information on benefits and entitlements please <a href="#">click here</a>.</p>
<p><b>Purpose of the post</b>  Under the overall supervision of the Head, Internal Oversight and Ethics Office (IOEO) and immediate supervision of the Senior Internal Oversight Officer, the incumbent will carry out duties in internal audit, performance audit and investigation. The incumbent will also assist in evaluation and ethics related tasks. The incumbent will conduct the work in accordance with:  a) the International Professional Practices Framework,  b) Conference of International Investigators Uniform Guidelines for Investigations,  c) the United Nations Evaluation Group's Norms and Standards for Evaluation in the UN System, and  d) Terms of Reference of IMO Ethics Function.</p> <p>For a detailed job description, please <b>page 2</b>.</p>	<p><b>Required competencies</b></p> <ol style="list-style-type: none"> <li>Excellent knowledge of international standards and practices in internal audit and investigation in the United Nations system; commitment and proven ability to plan, organize, conduct and supervise internal audit and investigation work in a timely manner. Produce well-presented reports, supported by sufficient and competent evidence, information and analysis.</li> <li>Ability to review work of junior professional auditors and investigators.</li> <li>Adaptability, flexibility, constructive attitude and good interpersonal skills with team members and clients in a multicultural environment. Sensitivity and respect for diversity and others' views.</li> <li>Excellent verbal and written communication skills including ability to prepare audit and investigation reports.</li> <li>Readiness and willingness to undertake oversight work in wide-ranging areas. Commitment to integrity, professionalism and personal development.</li> <li>Excellent analytical and organizational skills, thoroughness, conceptual thinking, objectivity, sound judgment, and ability to use information and communication technology tools for internal audit and investigative research and analysis.</li> </ol>
<p><b>Professional Experience</b>  At least seven years of professional experience in auditing and/ or investigation in the United Nations system or international organizations, national governments or commercial enterprises; including four years in the United Nations system or international organizations.</p> <p><b>Education</b>  Advanced university degree (Masters or equivalent) in business administration, law, social science or related field and Certification in Internal Audit (CIA) is a requirement. Additional certification as a Certified Public Accountant (CPA), Chartered Accountant (CA), Certified Information Systems Auditor (CISA), Certified Fraud Examiner (CFE), and Certifications in Control-Self Assessment (CCSA), Risk Management (CRMA), Project Management Professional (PMP) or equivalent will be an advantage.</p> <p><b>Language skills</b>  Advanced proficiency in English (oral and written) is essential. Working knowledge of another official language(s) of the United Nations will be an advantage.</p> <p><b>Other skills</b>  Excellent skills in audit and/ or investigative reporting writing and advanced proficiency in MS Office application (in particular, MS Excel, Word, and PowerPoint) are essential. Knowledge and experience in the use of SAP or other ERP systems and various research methodologies are also essential.</p>	
<p><b>How to apply</b>  Applications must include an up to date <a href="#">Personal History Form</a> (also available from our website <a href="http://www.imo.org">www.imo.org</a>) and should be accompanied by a cover letter stating the reasons for applying and experience relevant to the post. Applications must be sent to the following email address: <a href="mailto:recruitment@imo.org">recruitment@imo.org</a>. Only applications submitted via email will be accepted.</p> <p>Please state <b>Vacancy Number 18-04</b> as well as the title of the post in the subject line.</p> <p>Please do not send applications via multiple routes.</p> <p>Your application will be acknowledged only in the case that you are short-listed for an interview.</p>	

*This vacancy is open to male and female candidates. IMO seeks to increase the number of women at all levels and, therefore, qualified women are particularly encouraged to apply.  
IMO will make every effort to facilitate the employment of persons with disabilities.*

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## MAIN DUTIES AND RESPONSIBILITIES

Under the overall direction of the Head of IOEO and immediate supervision of the Senior Internal Oversight Officer, the incumbent will lead a team dealing with oversight activity that includes internal audit, investigation and related tasks. The incumbent will plan, organise, supervise and report on the work of the oversight team. Internal audits include management, operational, programmatic, financial, performance and compliance audits and may encompass large or complex operations. Investigations include professional investigations of allegations including, but not limited to fraud, corruption, and serious misconduct.

Main duties and responsibilities of the incumbent are as follows:

### **Internal Audit**

1. Conduct annual risk assessment for audit work planning.
2. Plan the strategy, determine the audit procedures and scope of the audit and prepare a risk-based audit programme.
3. Conduct and oversee the audit through examination of records, interviews, surveys and analysis of sufficient and competent audit information.
4. Control the progress of the audit, supervise junior auditors or other Professionals and assistants assigned to the team.
5. Assess adequacy and effectiveness of design and operations of internal controls, risk management and governance systems aimed to achieve organizational objectives.
6. Review implementation and adequacy of Information and Communication Technology (ICT) systems and tools including the Enterprise Resource Planning (ERP) system and other ICT infrastructure and applications.
7. Review administrative actions for compliance with rules and directives.
8. Conduct discussions of audit observations and recommendations at close of audits with head / senior management of the office audited.
9. Prepare audit reports recommending remedial actions or improvement in internal controls, risk management and governance systems.
10. Document the result of the audit tests in the working paper.
11. Follow-up on the implementation of audit recommendations; monitor and assess the responses and adequacy of actions taken by management, and provide advice or clarifications to clients when necessary.

### **Investigation**

1. Conduct the screening and preliminary assessment of allegations, determining whether they are receivable, and deciding the possible scope and approaches of investigation.
2. Plan and conduct investigations in accordance with established standards, policies and procedures. Direct and supervise consultants, if any, to carry out investigative tasks as required.

3. Conduct discussions of investigation findings and any recommendation for corrective action at close of investigation with the concerned parties, and act as the IOEO representative in matters of case-handling.
4. Prepare and / or review investigation reports, closure memos and referrals for approval and issuance by the Head, IOEO for transmission to the concerned offices of IMO.
5. Establish and maintain a restricted-access database of investigations to receive, log and provide status reports on all allegations and complaints.
6. Lead the development of investigation-related policies, procedures, methodologies and tools including preparation of proactive fraud risk assessment and fraud profiles of the organization.
7. Represent IOEO investigation functions at internal / external meetings and /or events with other UN agencies, other partners or entities.

**Others**

1. Contribute to the development of the office's policy and procedural framework and knowledge sharing for internal audit, investigation, evaluation and ethics.
  2. Performs other related tasks, as required.
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