



UNITED NATIONS CHILDREN'S FUND  
GENERIC JOB PROFILE (GJP)

**I. Post Information**

**Job Title:** Internal Audit Specialist –  
Professional Practices

**Organizational Unit:** OIAI

**Post Location:** New York

**Job Level:** P3

**Job Profile No.:**

**CCOG Code:** 1.A.21

**Functional Code:** AUD

**Job Classification Level:** P3

**II. Organizational Context and Purpose for the job**

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

**Job organizational context:**

The Office of Internal Audit and Investigations (OIAI) is a key component of UNICEF's independent internal oversight system. It has two functions: The Internal Audit function and the Investigations function. The internal audit function of OIAI provides independent and objective assurance and advisory services designed to add value and improve the operations of UNICEF. It helps UNICEF accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of governance, risk management and control processes. OIAI's annual work plan covers a wide range of UNICEF's activities implemented at Headquarters and field locations throughout the world. OIAI reports to the Executive Director and independently to the Executive Board on the results of its work.

Within the internal audit function, the Professional Practices Section (PPS) serves as the cornerstone of excellence within OIAI's internal audit function, ensuring consistency, quality, and alignment with IIAs Global Internal Audit Standards. Its primary purpose is to establish a structured framework for audit operations, enabling the IA function to provide reliable and insightful assurance and advisory services that add value to UNICEF through consistent, effective, and innovative practices.

**Purpose for the job:**

The Internal Audit Specialist – Professional Practices is a seasoned professional who assists the Internal Audit Manager- Professional Practices and Deputy Director, Internal Audit. It is expected that the incumbent has in-depth understanding and experience in internal auditing, technical knowledge and experience in audit management applications (Eg. TeamMate+), experience in data analytics and technological innovations such as AI. The incumbent is also expected to have knowledge and proficiency in Quality Assurance and Improvement.

As an Internal Audit Specialist in the Professional Practices section of OIAI, the primary purpose of the job is to reinforce and uphold the highest standards of internal audit quality and technology effectiveness. This individual will be responsible for optimal configuration and use of Audit Management Software, and the development and/or enhancement of performance BI dashboards, ensuring the seamless operation and data accuracy across these systems, including user support. The role is also expected to foster improved use of data analytics, promote knowledge sharing and curating knowledge repositories.

The role's involvement in Audit Quality Assurance includes collaborating with the Internal Audit Manager-Professional Practices to execute internal QA programs, reviewing audits against IIA Global Internal Audit Standards, and supporting improvement and training initiatives.

**III. Key functions, accountabilities and related duties/tasks:**

**TECHNOLOGY and DATA**

- Manage optimal configuration, customization and use of Audit Management Software (Team Mate+ or another application), including providing technical support and conducting training sessions for users.
- Manage the creation of the annual work plan and risk assessment in TM+ and internal audit engagement creation.
- Maintain user roles, permissions, and access controls within the software, adhering to security and compliance standards.
- Support the technology requirements for audit universe refinement and integrated assurance mapping, ensuring accuracy, completeness and data integrity, and develop and maintain comprehensive guidance notes to support Audit Work Planning activities.
- Support Business Intelligence dashboards and tools for performance monitoring and metrics for the Internal Audit function.
- Support the use of automated workflows and audit reporting templates.
- Support and roll-out innovative tools (e.g., data analytics, AI) to enhance audit efficiency and effectiveness.
- Provide training and technical support for technology adoption.

**METHODOLOGY and KNOWLEDGE MANAGEMENT**

- Support the development, maintenance and implementation of standard audit methodologies and supporting materials, including the OIAI audit manual, ensuring alignment with the International Professional Practices Framework (IPPF) and emerging best practices.

- Maintain a centralized knowledge repository of templates, guidelines, lessons learned, and best practices and reference materials accessible to auditors to promote knowledge sharing. (SharePoint, TeamMate+)
- Support the Internal Audit Manager-Professional Practices in determining and developing training materials and resources to reinforce understanding of IIA performance standards.

**AUDIT QUALITY ASSURANCE and IMPROVEMENT**

- Collaborate with the Internal Audit Manager- Professional Practices to design and implement the internal quality assurance program for audit engagements.
- Review completed audit engagements and documentation to ensure alignment with relevant IIA Global Internal Audit Standards and organizational guidelines. Providing feedback to audit teams on improving audit quality.
- Conduct comprehensive assessments to verify the accuracy, completeness, and consistency of audit workpapers and reports. Identify gaps and improvement opportunities.
- Assist in maintaining documentation and records related to the quality assurance program, ensuring accurate tracking of reviews and outcomes.

**IV. Impact of Results:**

Although decisions are overseen, the Internal Audit Specialist – Professional Practices provides key inputs to the set up and operating effectiveness of audit management applications, tools and systems, which may have significant impact in the planning, fieldwork and reporting phases of internal audit engagements, and for the reporting on engagement and Internal audit function performance. Insufficient and erroneous inputs could lead to inadequate design and implementation, incorrect reporting and suboptimal decision-making.

Similarly, the Internal Audit Specialist – Professional Practices supports the effective roll-out of the internal audit QAIP and other methodology and knowledge management initiatives. Inadequate inputs could lead to missed opportunities for improving and streamlining the internal audit lifecycle, and thereby, the internal audit function’s effectiveness in meeting its mandate. Such missteps could lead to inadequate coverage, inappropriate tests, and inaccurate conclusions, underscoring the role's critical impact on UNICEF's audit processes and integrity.

**V. Child Safeguarding**

Child safeguarding involves proactive measures to limit direct and indirect collateral risks of harm to children, arising from UNICEF’s work, UNICEF personnel or UNICEF associates. The risks may include those associated with: physical violence (including corporal punishment); sexual violence, exploitation or abuse; emotional and verbal abuse; economic exploitation; failure to provide for physical or psychological safety; neglect of physical, emotional or psychological needs; harmful cultural practices; and privacy violations.

The incumbent to this role is expected to have special responsibilities in managing child safeguarding risks and in taking appropriate measures to prevent any harm to children. The role has the potential to particularly affect children, (i) because the incumbent will be working closely

with children; (ii) with their data; (iii) because the children's background or situation make them vulnerable; or (iv) the role may entail responsibilities in reporting and responding to child safeguarding concerns.

## V. UNICEF values and competency Required (based on the updated Framework)

### i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

### Core Competencies

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

## VI. Recruitment Qualifications

<p>Education:</p>	<p>Advanced university degree (Master's degree or equivalent) in business administration, finance, economics, accounting, risk management, information technology, or another related field is required.</p> <p>(A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.)</p> <p>Certifications in Data Analytics, Data Management, or Project Management are highly desirable for this role. Certification as a Certified Internal Auditor (CIA) is required. Candidates actively pursuing audit-related certifications (CISA, CFE, CPA) are also encouraged to apply, as these certifications complement the responsibilities of the position.</p>
<p>Experience:</p>	<p>At least five years of progressively responsible relevant professional experience in internal and/or external auditing in either government, non-profit organizations, and/or the private sector (with at least three years at international level) is required.</p> <p>Advanced Coursework and/or Certification in MS Excel or Data</p>

	<p>Analytics would be highly desirable. Advanced MS Excel skills including managing workbook options and settings, formatting data, creating advanced formulas and macros, and managing advanced charts and tables.</p> <p>Working knowledge of audit management systems such as TemMate+.</p> <p>Working knowledge of PowerBi (or similar Business Intelligence tool) would be an advantage.</p> <p>Coursework and/or experience scripting in Python, PowerShell, or other scripting languages would be beneficial.</p> <p>Experience of working in developing countries and international development is highly desirable.</p>
Language Requirements:	Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.

<b>VII. Skills</b>	
<p><b>Technical:</b></p> <p>Proficiency in audit governance, risk, and control concepts.</p> <p>Good drafting, editing, and presentation skills, demonstrating the ability to concisely prepare, present, discuss, and defend issue, findings and recommendations.</p> <p>Proficiency in internal audit Quality Assurance, monitoring and process improvement.</p> <p>Demonstrated ability of staying updated with emerging trends and recent developments in audit practices.</p> <p>Exceptional analytical and problem-solving abilities, adept at collecting, analyzing, and synthesizing information from various sources and providing both qualitative and quantitative analysis.</p> <p><b>Interpersonal and Communication:</b></p> <p>Highest levels of tact and discretion to conduct sensitive, complex engagements; and to establish and maintain trusted partnerships.</p> <p>Capacity to interact openly, honestly, and professionally with individuals and in teams from a wide range of cultures and staffing levels.</p>	