



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

I. Post Information

Job Title: Internal Auditor
Organizational Unit: OIAI
Post Location: NYHQ, outposted to Nairobi

Job Level: P2
Job Profile No.:
CCOG Code: 1.A.21
Functional Code: AUD
Job Classification Level: P2

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) 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.

The Internal Auditor supports in providing assurance and advisory services. This is an entry level position which provides opportunities for incumbents to acquire professional expertise, organizational knowledge and exposure for further career advancement.

The Generic Job Profile for an Internal Auditor is to be used in the Office of Internal Audit and Investigations (OIAI). This GJP covers a broad range of functions, however, depending on the context, the incumbent may focus on all, some, or only one or two areas with great depth. In addition, there may be additional functions not mentioned in the GJP. If this is the case, this can be made clear in either the request for use of a GJP form and/or work plans.

Purpose for the job:

To assist in the audits and advisory assignments in accordance with the International Standards for the Professional Practice of Internal Auditing and OIAI policies and procedures, as part of the approved OIAI work plan. The Internal Auditor's work is crucial to strengthening UNICEF's governance, risk management and control processes, and hence to the economic, efficient and effective delivery of results for children.

NOTE: This post is based in Nairobi with travel to UNICEF locations, often in difficult duty stations.

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

Engagement Planning

Assist in the risk assessment and in planning for the provision of assurance and advisory services.

Engagement Execution

Assist in the completion of steps for the review of the adequacy and effectiveness of governance, risk management and control processes of area covered.

Prepare working papers detailing the work performed that support the conclusions and recommendations for review by the team leader (Internal Audit Specialist or Internal Audit Manager).

Reporting

Develop and discuss with clients the draft conclusions, observations and recommendations based on adequate root-cause analyses, following guidance of the team leader. Where appropriate, the observations acknowledge good practices for assigned segments of the assurance and advisory services.

Prepare the draft report of the assigned areas for review by the team leader, taking into consideration the comments of the clients, team leader and OIAI management.

Monitoring

Assist in monitoring the implementation of recommendations and in the review and assessment of the adequacy of corrective actions taken by the clients.

Innovation, Knowledge Management and Capacity Development

Contribute to OIAI's risk-based work planning activities, development of professional internal audit policies, procedures, and change initiatives.

Participate in professional development activities, and other activities as required.

IV. Impact of Results:

Although decisions are limited, the Internal Auditor provides inputs to the team leader that may have significant impact in the planning, execution and reporting phases of the engagements. Insufficient and erroneous inputs could lead to inadequate coverage, inappropriate tests and incorrect conclusions.

V. Competencies and level of proficiency required (please base on UNICEF Competency Profiles)

Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

Core Competencies

- Nurtures, Leads and Manages People (1)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drives to achieve impactful results (2)
- Manages ambiguity and complexity (2)

Functional Competencies

- Analyzing (2)
- Applying Technical Expertise (2)
- Following Instructions and Procedures (2)

VI. Recruitment Qualifications

Education:	<p>A university degree in business administration, finance, economics, accounting, risk management, information technology, or another related field is required.</p> <p>Certification as a Certified Internal Auditor (CIA), Certified Public Accountant (CPA), Chartered Accountant (CA), Certified Information Systems Auditor (CISA), or equivalent is highly desirable.</p>
Experience:	<p>A minimum of two years of progressively responsible relevant professional experience in internal and/or external auditing in</p>

	<p>either government, non-profit organizations, and/or the private sector is required.</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 UN language is considered as an asset.

VII. Skills

Technical

Knowledge of audit governance, risk and control concepts, principles, techniques and methodologies.

Adequate drafting, editing, and presentation skills; proven ability to clearly and concisely prepare, present, discuss and defend issues, and to produce complex and compelling briefs and reports.

Demonstrated ability to stay abreast of trends and recent developments in the field.

Analytical and problem-solving skills: outstanding ability gathering, analyzing and synthesizing information from multiple sources and/or perspectives to make clear, timely and well-reasoned conclusions, and to provide analysis in qualitative and quantitative form.

Interpersonal and Communication

Highest levels of tact and discretion to conduct sensitive, complex engagements; and to establish and maintain trusted partnerships.

Capacity to interact openly, honestly, and professionally with individuals and in teams from a wide range of cultures and staffing levels – in and out of the division.