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## Job Description – Junior Internal Auditor (JPO)

### 1. General Information

<b>Title</b>	Junior Internal Auditor (JPO)
<b>Office</b>	ITU General Secretariat, Office of the Secretary-General, Internal Audit Unit (SG/SECGEN/IA)
<b>Location</b>	Geneva, Switzerland
<b>Duration of Assignment</b>	Initial period of one year, with possibility of extension

### 2. Supervision

*2.1 Title of Supervisor:* Head, Internal Audit Unit (IAU)

*2.2 Content and Methodology:*

The role of the Internal Audit Unit (IAU) is to assist the Secretary General in fulfilling his governance responsibilities, including ensuring the efficiency, effectiveness and economy of ITU's internal control systems and governance processes.

The Junior Internal Auditor (JPO) will report to the Head, Internal Audit Unit (IAU), who reports directly to the ITU Secretary-General. The supervisor is an experienced Internal Audit manager with extensive knowledge of ITU processes and procedures. He will be responsible to guide the JPO in the accomplishment of his/her responsibilities, and to provide frequent coaching and career advice. The performance of the Junior Internal Auditor (JPO) will be assessed on an annual basis, in accordance with the ITU Staff Regulations and Rules.

The Junior Internal Auditor (JPO) will adopt systematic and disciplined audit approaches to evaluate and improve the effectiveness of the organization's risk management, control, and governance processes. The Junior Internal Auditor (JPO) will have the opportunity to build sound expertise of the several Sectors, Departments and activities of the International Telecommunication Union. The wide variety of audit subjects gives the Internal Auditors a unique opportunity to develop detailed knowledge of the diverse activities of the Union.

The Junior Internal Auditor (JPO) is expected to gradually take up more responsibilities as defined below under “duties and responsibilities”.

*2.3 Composition of the Internal Audit Unit:*

The IAU is composed of:

Head of IAU (P5), one internal auditor (P3), one junior internal auditor (P2) and one internal audit assistant (G5).

### **3. Objective of the Posting**

#### *3.1 Duties and responsibilities:*

Under the overall guidance of the Head, IAU, and direct supervision of the auditor-in-charge, the Junior Internal Auditor (JPO) will perform the following duties:

1. Prepare or contribute to the preparation of work plans (including risk assessment) and audit programs for assurance and/or consulting engagements.
2. Conduct discussions of preliminary nature with heads of operations audited.
3. Conduct – in accordance with IIA standards ([www.theiia.org](http://www.theiia.org)) - segments of financial, operational and compliance audits of complex operations and conduct similar audits of small and medium sized operations.
4. Obtain required information directly or indirectly through examination of records or interviews with staff.
5. For the processes audited, review and evaluate the system of management controls and assess their adequacy and effectiveness and, where appropriate, draft potential recommendations for improvements.
6. Prepare working papers documenting adequately work performed.
7. Draft segments of the reports and communications on the results of work performed, for review by the Head, IAU or by the auditor-in-charge.
8. Assess the reliability and effective use of internal controls and assist in reviewing administrative procedures.

### **4. Qualifications and experience required**

#### *4.1. Qualifications:*

Advanced University degree (or equivalent) in business administration, accounting (or related field); a professional certification in accounting or auditing such as CIA, CPA, and CA will be an asset.

#### *4.2. Experience:*

A minimum of two years experience in auditing/controlling or closely related field is highly desirable. Experience in public sector administration or internal auditing is an advantage.

#### *4.3. Languages:*

Written and spoken proficiency in at least one of the six official languages of the Union (Arabic, Chinese, English, French, Russian, Spanish); a good knowledge of a second ITU official language will be an asset.

#### *4.4 Competencies:*

1. Skills and ability to identify issues, formulate opinions, make conclusions and recommend solutions. Planning and organisational capability required.
2. Ability to work independently; commitment to continuous learning and willingness to keep up to date on new developments in the audit field.
3. Working knowledge of IT systems and standard MS-office products.
4. Ability to write in a clear and concise manner and to communicate effectively orally.

5. Good interpersonal skills and the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Ability to develop and maintain effective working relationships with officials at middle management level.
6. Familiarity with the procedures and systems of the United Nations (or other International Organization) would be an asset.

## **5. Learning Elements**

The Junior Internal Auditor (JPO) will be trained during his/her assignment on conducting Internal Audit missions in accordance with the standards promulgated by the Institute of Internal Auditors (IIA – [www.theiia.org](http://www.theiia.org)) and to provide high quality work deliverables bringing added value to the organization.