

Job Title: YPP 2023_Associate Auditor

Post Number : YPP 2023_IOS 027

Grade : P-1 / P-2

Parent Sector : Internal Oversight Service (IOS)

Duty Station: Paris

Job Family: Management/Audit/Oversight

Type of contract : Fixed Term

Duration of contract : 2 years, renewable

Recruitment open to : External candidates

Application Deadline (Midnight Paris Time) : xx-XXX-2023

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

OVERVIEW OF THE FUNCTIONS OF THE POST

The Young Professionals' Programme (YPP) aims at bringing in young professionals improving the geographical representation of the Organization, promoting gender parity, enriching and diversifying the UNESCO family. This Programme provides talented, highly qualified university graduates and young professionals from non- and under- represented Member States the opportunity to join UNESCO at the early stage of their professional career.

Below is a succinct profile of the **Associate Auditor** position, including a brief description of the organizational environment and a concise summary of required qualifications.

The Division of Internal Oversight Services (IOS) provides an independent consolidated oversight mechanism that covers internal audit, evaluation, investigation, and other management support to strengthen the functioning of the Organization.

The Associate Auditor position is located in the Internal Audit Office of the Division of Internal Oversight Services. The Internal Audit Office assists UNESCO in accomplishing its objectives by bringing a systematic and disciplined approach to assess and improve the effectiveness of the Organization's governance, risk management, and internal control processes.

Under the authority of the Director of the Division of Internal Oversight Services (DIR/IOS) and the supervision of the Head of Internal Audit, the Associate Auditor will carry out internal audits and reviews to improve the compliance, effectiveness, efficiency, and value-for-money of the Organization's activities and methods of operation, including field operations.

More specifically, the Associate Auditor will:

- Contribute to the audit of selected operations of Headquarters, Field Offices, and Information Technology Systems in accordance with IOS quality standards.
- Develop and discuss findings, agree on recommendations and timelines for corrective action with responsible officer of operations audited, and monitor the implementation status of agreed recommendations.
- Assess the design and operation of internal controls.
- Perform risk assessments on key organizational activities and processes.
- Appraise the economy, efficiency, and effectiveness of programmes and administrative/support functions (reliability, compliance with policies and procedures,

accomplishment of management's objectives, reliability and integrity of information, economical use of resources, and safeguarding of assets).

- Keep abreast of emerging technologies in ICT and perform advanced data analytics using technology-based audit techniques.
- Examine financial transactions and performance data for accuracy and compliance with UNESCO's regulations, rules, and policies.
- Support IOS management by contributing to analyses, presentations, and reports on specific oversight matters.
- Perform additional activities that may be required to ensure the success of the work team.

COMPETENCIES (Core / Managerial)

Communication (C)

Accountability (C)

Innovation (C)

Knowledge sharing and continuous improvement (C)

Planning and organizing (C)

Results focus (C)

Teamwork (C)

Professionalism (C)

For detailed information, please consult the [UNESCO Competency Framework](#).

QUALIFICATIONS

Education

- Advanced university degree (Master's degree or equivalent) in the field of auditing, accountancy, business, or public administration, or other related fields.
- Professional certification from an internationally recognized accountancy or auditing body would be an asset.

Work Experience

- Preferably two (2) years of relevant professional experience in the field of auditing.
- Previous experience in the conduct of audits with a UN organization, financial institution, international commercial organization, and/or international public accounting firm would be an asset.
- Work experience in developing countries and in the development sector would be an asset.

Technical Knowledge

- Knowledge of internal control methods, tools, and techniques.
- Good knowledge of risk management principles.
- Knowledge of SAP, TeamMate, and other audit systems would be an asset.
- Excellent IT skills, including PowerBI, Excel and MS Word.

Skills & Competencies

- Strong analytical skills, ability to collect, synthesize and analyze information.
- Excellent interpersonal skills and ability to work effectively in a team and to maintain effective working relationships in a multicultural environment.
- Strong oral and written communication skills.

Languages

- English and French are the working languages of the Organization. Excellent knowledge of English or French and a good knowledge of the other working language is an asset.
- Knowledge of the other UNESCO official languages (Arabic, Chinese, Russian or Spanish) is an asset.

SELECTION AND RECRUITMENT PROCESS

Please note that all candidates must complete an on-line application and provide complete and accurate information. Candidates are requested to upload the Employment History Form duly filled-in to the on-line profile. No modifications can be made to the application submitted.

Candidates are strongly encouraged to submit their application well before the deadline date. Only applications received through the recruitment platform will be considered.

The process will include pre-recorded video interviews and/or written assessments, interview (via MS Teams) with a Panel, as well as reference checks. In addition, candidates may be requested to provide additional information which may be pertinent to the position's qualifications.

Please note that the whole process can take up to six (6) months. All candidates, whether selected or not, will be informed in due course.

To be considered for the UNESCO Young Professionals Programme, candidates must:

- **Nationality:** Be a national of a non- or under-represented Member State in UNESCO.
- **Age:** Be 32 years of age, maximum (i.e. candidates born not before 1st January 1991).
- **Education:** Hold a completed advanced university degree (Master's or equivalent) and the fields of study should be related to:
 - Human Resources Management; Business Administration; Psychology; Law; Audit; Finance; Accounting; Media; Journalism; Public Information; Cultural Policies and Development; International Relations and Political Sciences.
 - Education; Natural Sciences; Social and Human Sciences; International Cooperation and Development.
 - or in a field of direct relevance to the management and administration of an international organization (this will be specified in the vacancy notice).
- **Experience:** An initial professional experience is an asset, however it is not mandatory. Specialization in a field relevant to UNESCO's areas of expertise.
- **Languages:** Fluency in English or French (knowledge of both working languages is an asset). Knowledge of Arabic, Chinese Russian or Spanish is an additional asset.

BENEFITS AND ENTITLEMENTS

UNESCO's salaries consist of a basic salary and other benefits which may include if applicable: 30 days annual leave, family allowance, medical insurance, pension plan etc.

The approximate annual starting salary for this post is 60 086 US \$.

For full information on benefits and entitlements, please consult our [Guide to Staff Benefits](#).

UNESCO recalls that paramount consideration in the appointment of staff members shall be the necessity of securing the highest standards of efficiency, technical competence and integrity. UNESCO applies a zero-tolerance policy against all forms of harassment. UNESCO is committed to achieving and sustaining equitable and diverse geographical distribution, as well as gender parity among its staff members in all categories and at all grades. Furthermore, UNESCO is committed to achieving workforce diversity in terms of gender, nationality and culture. Candidates from non- and under-represented Member States ([last update here](#)) are

*particularly welcome and strongly encouraged to apply. Individuals from minority groups and indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the highest level of confidentiality. Worldwide mobility is required for staff members appointed to international posts.
UNESCO does not charge a fee at any stage of the recruitment process.*