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## ASSOCIATE AUDITOR

Post Number : IOS 013

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 with possibility of renewal

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 12-SEP-2022

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

### OVERVIEW OF THE FUNCTIONS OF THE POST

Under the authority of the Director of the Internal Oversight Service (IOS) and the supervision of the Head of Internal Audit, the incumbent will carry out audits of the Organization's activities, including field operations, in order to determine adequacy of financial and management control as well as compliance with the regulatory framework. More specifically, the Associate Auditor will:

- assess the design and operation of internal controls;
- appraise the economy, efficiency and effectiveness of programmes and administrative/support functions;
- review the reliability and security of information systems;

- examine financial transactions and performance data for accuracy and compliance with UNESCO's regulations, rules, and policies;
- prepare or contribute to audit reports for review by the audit team leader;
- provide assistance in preparing risk assessments of UNESCO business processes and entities;
- monitor actions taken in response to audit findings and recommendations;
- support IOS managers 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](#).

## **REQUIRED QUALIFICATIONS**

### **Education**

- Advanced University degree (Master's or equivalent) in Auditing, Accountancy, Business or Public Administration, or other related field.

### **Work Experience**

- Minimum 2 years of relevant professional experience in auditing, of which preferably 1 year acquired at international level.

### **Skills/Competencies**

- Strong analytical skills, ability to collect, synthesise and analyse information.
- Knowledge of Internal Control methods, tools and techniques.
- Good knowledge of risk management principles.
- 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.
- Excellent IT skills, including Excel and MS-Word.

### **Languages**

- Excellent knowledge of English.

## **DESIRABLE QUALIFICATIONS**

### **Work Experience**

- Previous experience in the conduct of audits with a UN organization, financial institution, international commercial organization and/or international public accounting firm.
- Work experience in developing countries and in the development sector.

### **Skills/Competencies**

- Professional certification from an internationally recognized accountancy or auditing body.

- Knowledge of SAP, ACL (Audit Command Language), TeamMate, and other audit systems.

### Languages

- Good knowledge of Arabic or Spanish is highly desirable.
- Good knowledge of another official language of UNESCO (Chinese, French or Russian).

### 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 52,006 US \$.

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

### SELECTION AND RECRUITMENT PROCESS

Please note that all candidates must complete an on-line application and provide complete and accurate information. To apply, please visit the [UNESCO careers website](#). No modifications can be made to the application submitted.

The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview.

UNESCO uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates.

Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.

*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.*

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