Junior Professional Officer Program (JPO)

TERMS OF REFERENCE

I. GENERAL INFORMATION

<table>
<thead>
<tr>
<th>Title:</th>
<th>JPO, Associate Expert in the Office of Evaluation and Internal Oversight</th>
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<tbody>
<tr>
<td>Sector of Assignment:</td>
<td>Internal Oversight Division (EIO/IOD)</td>
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<td>Country and Duty Station:</td>
<td>Vienna, Austria</td>
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<tr>
<td>Duration of assignment:</td>
<td>2 years with possibility of extension for another year</td>
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Extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance.

Please note that for participants of the UNIDO JPO-Programme at least three years of work experience are mandatory!

II. ORGANIZATIONAL CONTEXT

UNIDO is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. Its mission is to promote and accelerate inclusive and sustainable industrial development (ISID) in developing countries and economies in transition. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the recently adopted 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development in the next fifteen years. UNIDO’s mandate in SDG-9, calls for the need to “Build resilient infrastructure, promote inclusive and sustainable industrialization and fostering innovation”.

Accordingly, the Organization’s programmatic focus is structured in three thematic priorities: *Creating shared prosperity* *Advancing economic competitiveness* *Safeguarding the environment*.
UNIDO delivers its services through the following four complementary and mutually supportive core functions: (a) technical cooperation activities; (b) analytical and policy advisory services; (c) standard-setting and compliance and (d) convening and partnership role. Such core functions are carried out in Departments/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

The Internal Oversight Division (ODG/EIO/IOD, short IOD) as part of the Office of Evaluation and Internal Oversight (ODG/EIO), is responsible for the independent, objective assurance, advice and internal oversight services designed to add value to and improve UNIDO’s operations as well as emphasize transparency, through carrying out (i) internal audits and (ii) investigative fact-findings related services. IOD is governed by the EIO Charter.

The JPO works under the overall guidance of the Director, Office of Evaluation and Internal Oversight, the direct supervision of the Chief of the Division, and in close collaboration with the colleagues to support the mandate of the Division to carry out audits, as well as investigative fact-findings as necessary.

The UNIDO Staff Performance Management System reinforces the collaboration within formal units as well as among cross-functional teams. In this context, the incumbent collaborates with his/her supervisor and colleagues, within as well as outside the Division. Within the formal teams, the incumbent may be expected to backstop other team members as required.

### III. MAIN FUNCTIONS

As a team member, whether on a divisional, cross-functional or cross sectoral level, the incumbent shall carry out the following generic activities to achieve the results of the Division and the outcomes of Department:

- Plans and carries out, in compliance with professional standards and under the direct supervision of the Chief IOD, standard audits (in terms of type of audit, objective, scope and organizational unit/process involved) according to IOD’s work plan and/or reviews as required by UNIDO’s management, with a view to assessing the soundness of management practices, internal control framework, risk management, as well as compliance with rules, regulations and any other applicable instructions, in order to reinforce accountability. Identifies and formulates pragmatic solutions based on findings and contributes to securing the agreement of management to improve problematic areas identified for inclusion in a management action plan. Supports IOD in monitoring, assessing and verifying the adequacy of actions taken by management to correct reported deficiencies.

- In cooperation with other IOD team members, contributes to the preparation of the IOD audit risk assessment to identify vulnerable and high risk areas supporting the corresponding audit portion of the IOD work plan.

- When assigned to and as directed by the Chief, IOD, supports the work of the IOD Investigator in planning and carrying out fact-findings of alleged irregularities, in compliance with professional standards.

- In conjunction with other IOD team members, implements new audit techniques and best practices; takes initiatives in identifying and proposing audit tools and techniques.

- Performs other related duties and assignments as requested by the Chief of the Division or Director of the Office of Evaluation and Internal Oversight.

### IV. REQUIRED COMPETENCIES

**Technical**: Advanced knowledge of internal auditing, professional standards and their
application. Expertise in computer assisted audit techniques and tools. First-rate analytical skills and knowledge of management principles. Demonstrated experience in data mining and data manipulation and computer assisted audit techniques (CAATs). Good knowledge of financial matters. Good knowledge of investigative techniques and procedures, and standards.

Core Values
WE LIVE AND ACT, WITH INTEGRITY: work honestly, openly and impartially.
WE SHOW PROFESSIONALISM: work hard and competently in a committed and responsible manner.
WE RESPECT DIVERSITY: work together effectively, respectfully and inclusively, regardless of our differences in culture and perspective.

Key Competencies
WE FOCUS ON PEOPLE: cooperate to fully reach our potential—and this is true for our colleagues as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity.
WE FOCUS ON RESULTS AND RESPONSIBILITIES: focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those, we serve and who have trusted us to contribute to a better, safer and healthier world.
WE COMMUNICATE AND EARN TRUST: communicate effectively with one another and build an environment of trust where we can all excel in our work.
WE THINK OUTSIDE THE BOX AND INNOVATE: To stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.

MINIMUM ORGANIZATIONAL REQUIREMENTS

Education:
Master’s Degree in public or business administration, accounting, finance or IT.
Certification as a Certified Public Accountant (CPA), Chartered Accountant (CA), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), or equivalent is desirable. Certification as a Certified Fraud Examiner (CFE) is an asset.

Technical and Functional Experience:
A minimum of 3 years of internal audit experience (covering performance/operational/value-for-money, IT, compliance and financial audits) at both national and international level, in the public or private sector, an auditing, accounting or consulting firm. Exposure to investigative work an asset. Experience in audit management and ERP systems (e.g. SAP). Experience in risk management is an asset. Working experience in developing countries and experience in an inter-governmental organization desirable.

Languages:
Fluency in written and spoken English is required. Working knowledge of French and other UN Official language(s) desirable.

V. LEARNING ELEMENTS

- Deepen experience with standard audits at an international organization and apply state of
the art auditing, management and information system techniques, contributing to the conclusion of management action plans.

- Furthermore, the JPO will become acquainted with EIO’s interaction with and reporting to the governing bodies on oversight activities, as well IOD’s function as Secretariat of the Independent Audit Advisory Committee, thereby gaining exposure to best practices in oversight in the United Nations system.
- Gain experience in risk management.
- On the job training: participation in every phase of an audit.
- Gain experience in working effectively in a diverse and multi-cultural environment

Bitte senden Sie Ihre Bewerbung direkt an das Büro Führungskräfte zu Internationalen Organisationen (BFIO).

Alle Bewerbungsformalitäten unter www.bfio.de, Stichwort: Junior Professional Officer (JPO)