



UNIDO -
UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION
ORGANISATION DES NATIONS UNIES POUR LE DEVELOPEMENT INDUSTRIEL
ORGANIZACION DE LAS NACIONES UNIDAS PARA EL DESARROLLO INDUSTRIAL

Junior Professional Officer Program (JPO) Chiffre Nr. 2022-1-25

TERMS OF REFERENCE

I. GENERAL INFORMATION

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| Title: | JPO Junior Professional Officer |
| Organization: | United Nations Industrial Development Organization (UNIDO) |
| Organizational Unit: | Internal Oversight Division (EIO/IOD)/ Office of Evaluation and Internal Oversight |
| Country and Duty Station: | Vienna, Austria |
| Duration of assignment: | 2 years with possibility of extension for another year 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! Relevant work experience can be counted. In order to assess the eligibility of the candidates, we review the relevant experience acquired after obtaining the first university degree (usually bachelor's degree). | |

II. ORGANIZATIONAL CONTEXT

UNIDO is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. The mission of the United Nations Industrial Development Organization (UNIDO), as described in the Lima Declaration adopted at the fifteenth session of the UNIDO General Conference in 2013, is to promote and accelerate inclusive and sustainable industrial development (ISID) in Member States. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the 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 is fully recognized in SDG-9, which calls to "Build resilient infrastructure, promote inclusive and sustainable

industrialization and foster innovation”. The relevance of ISID, however, applies in greater or lesser extent to all SDGs. Accordingly, the Organization’s programmatic focus is structured in four strategic priorities: Creating shared prosperity; Advancing economic competitiveness; Safeguarding the environment; and Strengthening knowledge and institutions.

Each of these programmatic fields of activity contains a number of individual programmes, which are implemented in a holistic manner to achieve effective outcomes and impacts through UNIDO’s four enabling functions: (i) technical cooperation; (ii) analytical and research functions and policy advisory services; (iii) normative functions and standards and quality-related activities; and (iv) convening and partnerships for knowledge transfer, networking and industrial cooperation. Such core functions are carried out in Departments/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

The Office of Evaluation and Internal Oversight (ODG/EIO), is responsible for providing independent and objective assurance, advice, investigation, and evaluation for the purpose of adding value to and improving the efficiency and effectiveness of UNIDO’s operations, internal control framework, risk management, results-based management and governance processes. EIO provides evidence-based information that is credible, reliable and useful, enabling the timely incorporation of findings, recommendations, and lessons learned into the decision-making processes at organization-wide, programme, and project level. EIO also assesses the extent to which UNIDO’s programmes and projects, as well as thematic areas, correctly address and effectively achieve the stated objectives of the Organization. EIO is governed by its Charter.

In order to discharge its mandate and core functions (Evaluation, Internal Audit and Investigation), EIO’s internal structure is composed by the Office of the Director (EIO/OD) and two divisions: the Independent Evaluation Division (EIO/IED) and the Internal Oversight Division (EIO/IOD).

The Junior Professional Officer (JPO) assignment will be task driven. He/she will work under the supervision of the Chief, Internal Oversight Division (EIO/IOD), and the overall guidance of the Director of the Office of Evaluation and Internal Oversight (EIO). The work plan will be prepared jointly by the direct supervisor and the JPO and will be updated periodically. Guidance will be provided on daily work outputs and they are monitored against tasks assigned and actually achieved.

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 unit. Within the formal teams, the incumbent may be expected to backstop other team members as required.

Staff members are subject to the authority of the Director General and in this context all staff are expected to serve in any assignment and duty station as determined by the needs of the Organization.

III. MAIN RESPONSIBILITIES

Specifically, the Junior Professional Officer will be expected to assist with the following tasks:

- Support planning and carrying out, in compliance with professional standards, internal audits and/or reviews according to EIO work plans, 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. Monitors, assesses and reports deficiencies and the measures taken by the management to correct them to the Directorate's Team.

- Supports the preparation of the internal audit risk assessment to identify vulnerable and high risk areas supporting the corresponding audit portion of the work plan.
- When required by the Director of the Office or the Chief EIO/IED, supports the work of the Investigator in planning and carrying out fact-findings of alleged irregularities, in compliance with professional standards.
- In conjunction with other team members, implements new audit techniques and best practices; takes initiatives in identifying, proposing and reporting on audit tools and techniques.
- The Junior Professional Officer will perform other related duties and assignments as and when required.

REQUIRED COMPETENCIES

Technical: Solid computer skills, including proficiency in the use of MS Office programs. Knowledge of internal auditing, professional standards and their application. Knowledge of computer assisted audit techniques and tools and of investigative techniques and procedures is an asset.

IV. CORE VALUES AND COMPETENCIES

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.

V. MINIMUM ORGANIZATIONAL REQUIREMENTS

Education:

Master's Degree in a relevant discipline with specialization in engineering, economics, or a related area specified. 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.

Experience:

A minimum of three (3) years of experience in a relevant field. Experience at the international level, highly desirable. Knowledge of the factors that drive external relations, such as strategic communication, donor relations, marketing and branding, an asset.

Language::

Fluency in written and spoken English is required. Fluency and/or working knowledge of another official UN language, highly desirable.

VI. LEARNING ELEMENTS

- On-the-job training, where the incumbent will learn by doing, under supervision and/or exposure to best practices in the area of interaction with Member States.

At the completion of the assignment, the incumbent should be in a position to:

- Understand the concepts of working with Government institutions and international organizations;
- Participate in relevant phases of the working process;
- Work effectively in a diverse and multi-cultural environment.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das
Büro Führungskräfte zu Internationalen Organisationen (BFIO)
unter Angabe der Chiffre Nr. 2022-1-25 auf dem
Bewerbungsbogen**

Alle Informationen finden Sie unter www.bfio.de