



Joint Consultant Roster: Internal Auditor

The Internal Auditing Services of the World Food Programme (WFP), Food and Agriculture Organization (FAO), and International Fund for Agricultural Development (IFAD) are currently seeking consultants with experience as Auditors for inclusion on a joint roster.

These Internal Auditing Services provide independent and objective assurance on the effectiveness and adequacy of internal controls, financial management, governance and risk management processes towards the achievement of the respective organization's objectives. All three internal audit functions work in compliance with the International Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors and design the internal audit work, whether audits or advisory, so as to bring a systematic and disciplined approach.

Duties and Responsibilities (These duties are generic and thus not all-inclusive nor are all duties carried out by all consultants):

- As an audit team leader, member or individual, conduct audit assignments (financial, operational, compliance, management and value for money) in accordance with the IIA's International Professional Practices Framework (Code of Ethics and International Standards for Internal Auditing) and applicable internal audit policies of the hiring organization;
- Assess the adequacy and effectiveness of governance, risk management and internal controls at the Rome Headquarters or decentralized Offices, and evaluate if the utilisation of resources is in accordance with plans and budgets, in conformity with donor requirements and in the most advantageous terms;
- Prepare risk-based audit plans and programmes;
- Conduct audit activities as per the approved audit workplan in an effective and timely manner;
- Document findings, prepare and review working papers as per each organization's practices and the applicable audit standards;
- Identify corrective actions, develop and document audit observations and related recommendations which address shortcomings identified, strengthen internal controls and improve business processes;
- Communicate audit findings orally and/or in writing to management with respect to compliance, performance and potential areas for improvement;
- Reach agreement on implementation timelines and recommendations with the responsible manager/officer of operations audited;
- If engaged as an audit team leader, provide direction and guidance to the team members, coach them for effective team work and results, and assess their performance in a participatory manner;
- Draft audit reports, discuss draft communications and reports with those audited and, taking these discussions into account, finalize reports and submit to the supervisor for review and approval.

For potential IT audit consultants in addition to the above:

- Lead or participate in audits of ICT systems and environments in conformity with internationally accepted ICT standards.

Required Qualifications and Experience

Education:

- University degree in Business Administration, Public Administration, Finance, Accounting, Audit, Information Systems, Law, Political Science, International Development or other related fields and one or more professional certifications requiring a program of studies and experience in auditing and related fields granted by an internationally recognized professional institute, such as a Certified Public Accountant (CPA), Chartered Accountant (CA), Certified Internal Auditor (CIA) granted by the Institute of Internal Auditors, or Certified Information Systems Auditor (CISA) granted by ISACA.

Experience:

- At least 5 years of relevant experience as an Auditor or an IT Auditor;
- Experience in results based management (RBM) or similar programme planning and management, would be an advantage;
- Experience working in an international organization is desirable;
- Experience working in developing countries or in the context of humanitarian aid or development is an advantage.

Language:

- Fluency in oral and written English;
- Proficiency in French, Spanish and/or Arabic is desirable;
- Knowledge of other United Nations official languages (i.e. Chinese or Russian) is an advantage.

Competencies

Technical Competencies:

- Demonstrated ability to perform all types of audit work in accordance with relevant professional standards;
- Demonstrated knowledge of risk management concepts and their applicability in audit assignments;
- Proven ability to conduct complex audits;
- Demonstrated ability to use Microsoft Office (word processing, spreadsheet and presentation) software and knowledge of automated audit tools such as TeamMate, AutoAudit, and ACL;
- Ability to use automated working paper systems.

Behavioural Competencies:

- Strong interpersonal skills, communication and diplomatic skills, with ability to work in and/or lead a team;
- Openness to change and ability to receive/integrate feedback;
- Ability to work under pressure and stressful situations;
- Excellent public speaking and presentation skills;
- Strong analytical, reporting, and writing abilities.

Terms and Conditions

Duration

To be negotiated between the selecting organization and the consultant prior to the commencement of contract.

Conduct expectations

During the assignment the Consultant will conduct himself/herself in a professional manner, will keep confidentiality and will exercise due care in carrying out his/her work, and abide by each organization's general terms and conditions for consultants. The Consultant will be expected to undertake the tasks in accordance with the standards of quality, style and format used in the selecting organization. In the event that the Consultant's expected output or conduct is unsatisfactory at any point during the course of the assignment, the selecting organization reserves the right to terminate the consultancy contract. A final evaluation of the performance of the Consultant will be prepared by the hiring organization and shared with the other participating agencies.

Payment Terms

The consultancy fee will be paid per working day. The cost of mission travel will be handled according to the contractual instrument agreed upon and either arranged and paid by the employing organization or reimbursed as per agreed upon expenses and approved Audit work plans. Payment will be made upon submission of monthly invoices and/or upon completion of the assignment, specifying the number of working days spent, and providing documentation to support pre-approved mission expenses. The fees will be based on:

1. Level of work in terms of responsibilities and complexity of the assignment;
2. Degree of specialization required by the assignment; and
3. Knowledge, qualifications, experience and skills required.

Application Procedures:

Go to: <http://i-recruitment.wfp.org/vacancies/14-0016709>

Step 1: Register and create your online CV.

Step 2: Click on "Description" to read the position requirements and "Apply" to submit your application.

NOTE: You must complete Step 1 and 2 in order for your application to be considered for this vacancy.

Deadline for applications: 31 January 2015

The hiring organizations are committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence. Please note that only shortlisted candidates will be notified.
