



Food and Agriculture Organization of the United Nations

PROFESSIONAL VACANCY ANNOUNCEMENT N°: IRC2879

Issued on: **11 May 2015**

Deadline For Application: **1 June 2015**

POSITION TITLE:	Internal Auditor	GRADE LEVEL:	P-3
		DUTY STATION:	Santiago, Chile
ORGANIZATIONAL UNIT:	Office of the Inspector General, OIG	DURATION *:	Fixed-term: 2 years
		POST NUMBER:	0817082
		CCOG CODE:	1A21

**Qualified female applicants and qualified nationals of non-and under-represented member countries are encouraged to apply.
Persons with disabilities are equally encouraged to apply.
All applications will be treated with the strictest confidence.**

The incumbent may be re-assigned to different activities and/or duty stations depending on the evolving needs of the Organization.

Organizational Setting

The Office of the Inspector General (OIG) provides oversight of the programmes and operations of the Organization, through internal audit, inspection and investigation.

The posts are located in the Internal Audit Group of OIG. The Unit carries out a risk-based programme of audit work as well as ad hoc inspections. Through these activities OIG monitors and evaluates the adequacy and effectiveness of the Organization's system of internal control, financial management and use of assets.

The post is based in the Regional Office for Latin America and the Caribbean (RLC), Santiago, Chile.

Reporting Lines

The Internal Auditor reports to a Senior Auditor based at Headquarters.

Technical Focus

Internal auditing.

Key Results

The planning and conduct of audit assignments including project, programme or operational reviews in HQ and/or the Field to assess the soundness, adequacy and application of internal management and financial controls

Key Functions

- Plans, participates and/or provides specialist expertise on multi-disciplinary audit teams and/or project, programme and operational reviews, and inspections, and participates in Organization working groups;
- Plans and conducts audit assignments, from the initial planning, information gathering and interview stages to the final analysis and report writing stages, in accordance with internal procedures and auditing standards;
- Prepares using TeamMate, electronic working papers that support audit findings and recommendations;
- Prepares clear and concise draft reports and presents audit results and recommendations orally to management;
- Promotes capacity development in audit assignments and provides on the job training to other staff;
- Contributes to maintaining and updating the FAO Audit Manual with the latest systems and techniques;
- Performs other duties as required.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in audit, business or public administration, finance, accounting, economics, political science, international development, law or other related field (candidates holding a first level university degree may also be considered if possessing two additional years of relevant work experience)
- Five years of relevant experience in an organization using modern auditing, accounting, management and information systems techniques (e.g. internal audit department in the public or private sector, or an auditing, accounting or consulting firm)
- Working knowledge of English and limited knowledge of Spanish

Competencies

- Results Focus
- Teamwork
- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

Technical/Functional Skills

- Work experience in more than one location or area of work, particularly in field positions, is desirable

- Demonstrated knowledge of auditing, accounting, management and information system techniques
- Demonstrated knowledge of risk management concepts
- Extent and relevance of experience in performing financial, operational, performance and IT audits, and/or experience in accounting and/or business administration
- Extent and relevance of experience in undertaking or reviewing programme/project development, management and operations
- Familiarity with specialized audit software

Please note that all candidates should adhere to *FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency*.

ADDITIONAL INFORMATION

- All candidates should possess computer/word processing skills.
- Evaluation of qualified candidates may include an assessment exercise which will be followed by a competency-based interview.
- Your application will be screened based on the information provided in your iRecruitment online profile (see “*How to Apply*”). We strongly recommend that you ensure that the information is accurate and complete including employment record, academic qualifications and language skills.
- Please note that FAO will only consider academic credentials or degrees obtained from an educational institution recognised in the IAU/UNESCO list.
- Other similar positions at the same level may be filled from this vacancy notice and the endorsed candidates will be considered for the Employment Roster for a period of 2 years.
- Candidates may be requested to provide performance assessments.

REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: http://www.un.org/Depts/OHRM/salaries_allowances/salary.htm

HOW TO APPLY

To apply, visit the iRecruitment website at <http://www.fao.org/employment/irecruitment-access/en/> and complete your online profile. Only applications received through iRecruitment will be considered.

Candidates are requested to attach a letter of motivation to the online profile.

Vacancies will be removed from iRecruitment at 23:59 Central European Time (CET) on the deadline for applications date. We encourage applicants to submit the application well before the deadline date.

If you need help, or have queries, please contact: iRecruitment@fao.org

FAO IS A NON-SMOKING ENVIRONMENT