



Issued on: 25 May 2012

Deadline For Application: 22 June 2012

POSITION TITLE:	Internal Auditor	GRADE LEVEL:	P-3
		DUTY STATION:	Rome
ORGANIZATIONAL UNIT:	Office of the Inspector General (OIG)	DURATION *:	Fixed Term: 3 years
		POST CODE/N°:	Unidentified
		CCOG CODE:	1A21

Applications from qualified women as well as from qualified nationals of non-and under-represented member countries are encouraged
Persons with disabilities are equally encouraged to apply
All applications will be treated with the strictest confidence

DUTIES AND RESPONSIBILITIES

Under the general supervision of the Inspector General and the direct supervision of a more senior internal auditor:

- conduct or contribute to comprehensive audits/reviews that evaluate and report on the soundness and adequacy of policies, procedures and the financial, operational, programme, IT and compliance of the Organization's internal controls, and where appropriate, make recommendations to improve management controls, reduce costs and enhance efficiency and effectiveness of operations;
- conduct field reviews to assess the strength of the financial and administrative controls and accuracy of the financial returns in the Organization's Country, Liaison and Subregional offices as well as projects;
- contribute to the preparation of annual and biennial work plans, including budgetary forecasts, risk analysis as well as drafting audit programmes and other complementary documents;
- draft audit reports and related memoranda;
- participate in investigatory work, special studies and reviews as necessary;
- perform other related duties as required.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- University degree or certification from a recognized specialized professional institute in one of the disciplines associated with internal auditing (e.g. accounting, computer science, business and programme management or public administration)
- Five years of audit or related 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 at least one other official language of the Organization (Arabic, Chinese, French, Russian or Spanish)

SELECTION CRITERIA

Candidates will be assessed against the following:

- Extent and relevance of experience in performing financial, operational, performance and IT audits, and/or experience in accounting and/or business administration
- Extent of experience in an international environment, especially a developing country and willingness to travel up to 40%
- Extent of experience in using specialized audit software (AutoAudit, TeamMate etc.)
- Excellent communication skills, both orally and in writing, with proficiency in drafting clear and concise audit reports in English
- Demonstrated capacity to work effectively in a team, with minimal supervision and to meet established timeframes

Please note that all candidates should possess computer/word processing skills and should be capable of working with people of different national and cultural backgrounds.

*** The length of appointment for internal FAO candidates will be established in accordance with applicable policies pertaining to the extension of appointments**

REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: <http://icsc.un.org/>

To apply: visit the iRecruitment website at

<http://www.fao.org/employment/irecruitment-access/>

and complete the on-line application

In order for your candidature to be properly evaluated, please ensure to complete the on-line application in all sections

Please note that FAO staff members are international civil servants subject to the authority of the Director-General and may be assigned to any activities or office of the organization.

FAO IS A NON-SMOKING ENVIRONMENT