

<h1>Advertisement</h1>		
UN JPO Programme		
<i>JPO in Audit</i>		
<i>United Nations, Office of Internal Oversight Services (OIOS)</i>		<i>Closing Date</i> 10 August 2019 7:00AM KST
<u>Vacancy Announcement 18P237</u>		
I General information		
Title:	JPO in Audit	
Sector of Assignment:	Internal Audit Division	
Country:	USA	
Location (City):	New York	
Agency:	United Nations, Office of Internal Oversight Services	
Duration of Assignment:	Initially one year with the possibility to extend up to 2 years	
Grade:	P2 step 1 in the first year	
II Duties, responsibilities and Output Expectations		
General: To support the work of the Office of Internal Oversight Services		
<p>The JPO will be required to fulfill the following duties:</p> <ul style="list-style-type: none"> • Participate in identifying and assessing risks pertaining to the audited operations; • Document and evaluate risk exposures relating to the Organization’s governance, operations, and information systems and determine the adequacy and effectiveness of controls with respect to: (i) compliance with policies and procedures; (ii) accomplishment of management’s objectives, (iii) reliability and integrity of information, (iv) economic use of resources, and (v) safeguarding of assets. • Extract reports from enterprise resource planning systems. • Analyze data using widely recognized analytical tools. • Prepare working papers and draft communications for review by the auditor in charge. • Take initiative in identifying appropriate audit tools, best practices, and identifies/performs tasks aimed at ensuring that the audit assignments are conducted in accordance with OIOS’ standards. • Undertake other duties as may be required. 		
III Training component: Learning elements and expectations		

On completion of the assignment, the JPO will have/be able to:

- Audit United Nations activities using the knowledge and experience of the audit process that he/she had acquired;
- Conduct an audit risk assessment;
- Define the objectives and scope of the audited activities;
- Develop an audit plan and programme, including relevant audit procedures;
- Carry out fieldwork effectively; and
- Identify findings and formulate recommendations and communicate findings to the audited entity in a clear and concise manner.

IV Supervision

Title of supervisor:

Chief of Section

Content and methodology of supervision:

Establishment of a Work Plan: During the first month of the assignment, the Junior Professional Officer (JPO) will work jointly with his/her direct supervisor to finalize an agreed upon work plan. The final work plan will be discussed and mutually agreed to by the JPO and his/her supervisor.

V Required Qualifications and Experience

Education:

Advanced university degree in business administration, finance, accounting or related field. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree. Certification such as a Certified Public Accountant, Chartered Accountant or equivalent is desirable.

Working experience (incl. internships and volunteering):

A minimum of two years of progressively responsible professional experience in audit, finance, accounting, administration, statistics, computer science or related area. Audit experience is preferable.

Languages:

Fluency in English is required.

UN competencies:

Professionalism:

Knowledge of auditing standards and practices, knowledge of applicable financial rules and procedures. Ability to identify issues, formulate opinions and present conclusions and recommendations. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Communication:

Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness

in sharing information and keeping people informed.

Technology awareness:

Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

Teamwork:

Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

VI Background information on Agency/Department/Section

The Office of Internal Oversight Services (OIOS) was established in July 1994 as an operationally independent office that assists the Secretary-General in fulfilling his internal oversight responsibilities in respect of the resources and staff of the Organization through internal audit, inspection, evaluation and investigation. The Office has the authority to initiate, carry out and report on any action it considers necessary to fulfill its responsibilities with regard to its oversight functions.

The Office assists Member States and the Organization in protecting its assets and in ensuring the compliance of programme activities with resolutions, regulations, rules and policies as well as the more efficient and effective delivery of the Organization's activities; preventing and detecting fraud, waste, abuse, malfeasance or mismanagement; and improving the delivery of the Organization's programmes and activities to enable it to achieve better results by determining all factors affecting the efficient and effective implementation of programmes.

The strategy of the Office is focused on ensuring that the Organization has an effective and transparent system of accountability in place and the capacity to identify, assess and mitigate the risks that might prevent it from achieving its objectives. To that end, the Office will (a) propose measures to assist the Organization in responding rapidly to emerging risks and opportunities; (b) provide independent information and assessments to assist effective decision-making; (c) provide independent reviews of the effectiveness of the use of the Organization's resources; and (d) promote a culture of change, including accountability, planning, integrity, results orientation, and risk awareness and management.

Internal Audit Division

The internal auditing function is an independent, objective, assurance and advisory activity designed to add value and improve the Organization's operations. Internal audits help the Organization to accomplish its objectives by bringing a systematic, disciplined approach to evaluating and improving the effectiveness of risk management, control and governance processes.

According to United Nations Financial Regulation 5.15, OIOS is responsible for conducting independent internal audits. These audits are carried out in accordance with the International Standards for the Professional Practice of Internal Auditing.

Internal audit reports contain recommendations intended to address the shortcomings identified by the auditors while reviewing specific management activities or operational areas. Implementation of the

most critical audit recommendations by management is carefully tracked. Programme managers are expected to promptly act on the audit findings and recommendations and to also report periodically to OIOS on the status of implementing audit recommendations. OIOS follows up and monitors its audit recommendations until they are fully implemented.

VII How to apply

Note: This post is open in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Republic of Korea and is addressed **exclusively to candidates of the Republic of Korea**.

A) General requirements for candidates applying to the JPO vacancies funded by the Republic of Korea:

1. Korean citizenship
2. Fluency in Korean and English language
3. Completed advanced university degree (master's degree or equivalent), as per the vacancy announcement. A bachelor's degree and an additional two years of work experience may be accepted in lieu of the advanced university degree.
4. Not older than 32 years of age as of 31st December of 2019 (The maximum age limit for those who served in the military will be extended accordingly)
5. Male applicants shall have completed the Korean military service or be exempted from it.

B) Application process

Applicants should submit their application electronically directly to the Organization. **All documents should be in English.**

Candidates who would like to apply should do so **online** via <https://owa.undesa.it/oasrok/>

Applications must be received no later than 10 August 2019 (7:00 KST). Applications received after this date will not be considered. Applicants will receive a confirmation of receipt.

Only short-listed candidates will be contacted thereafter.

Evaluation of qualified candidates may include a written assessment exercise followed by competency-based interviews.

Please also make sure you read our guidelines on [how to apply](#) in the Online Application System (OAS).

C) Documents to be submitted for the application (only complete applications will be considered)

1. A **motivation letter** and the **United Nations Personal History Statement (PHP/P11) (submitted through the Online Application System (OAS))**
2. A scanned copy of applicant's Resident Register
3. A copy of the (advanced) university degree
4. A certificate of English language proficiency. Applicants should submit a minimum of iBT TOEFL score of 107 or PBT equivalent or TEPS score of 800 or New TEPS score of 452.
5. **Only for male applicants:** A certificate of Korean Military Service. The maximum age limit for those who served in the military will be extended* in accordance with the Support for Discharged

Soldiers Act and the military service law.

6. **Only for low-income applicants:** A scanned copy of applicant's certificate of National Basic Livelihood Security Recipients issued in Korean and its unofficial English translation

For general information on the Korean JPO Program and additional conditions see the following website: <https://UNrecruit.mofa.go.kr>

* Age limit for male candidates who have completed military service:

- Less than one year will be extended for one year;
- one year above and two years under will be extended for two years;
- two years or more will be extended for three years.

[Please note that applicants can apply for **a maximum of two JPO positions** sponsored by the Ministry of Foreign Affairs of the Republic of Korea during the year of application.]