

Chief – Audit, P-5, Office of Internal Audit and Investigations at UNICEF

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Job Description

UNICEF is the world's largest provider of vaccines for developing countries, UNICEF supports child health and nutrition, good water and sanitation, quality basic education for all boys and girls, and the protection of children from violence, exploitation, and AIDS. UNICEF is funded entirely by the voluntary contributions of individuals, businesses, foundations and governments.

How can you make a difference?

The position makes decisions on the objective, scope and methodology for audit. It also makes decisions regarding the quality of evidence and actions to address risks identified by assurance and advisory activities. These decisions are critical in assessing UNICEF governance, risk management and controls and strengthening delivery of results for children.

Leadership of Unit:

Provide leadership of the unit including oversight of the unit's overall portfolio of work (audit and advisory engagements). Manage and provide strategic direction to individual staff assigned to the unit and to engagements in the Chief's portfolio. Ensure audit and advisory engagements are conducted in accordance with applicable standards and other requirements as well as the OIAI Charter and are based on approved engagement plans. Ensure outputs of the unit are of the highest quality and effectively communicate audit and advisory results. This entails using best practices and methodologies including an agile approach and ensuring audits conducted by the unit are risk-based, efficient, and focused on achieving maximum value and impact for UNICEF. This also entails providing strategic and

technical guidance and directions to audit teams; making sure engagements are adequately planned and resourced prior to any mission and take full advantage of technology and analytics, supervising engagement teams; providing advisory services as needed by assigned clients and/or in thematic areas; reviewing and approving working papers; preparing and/or overseeing the preparation of high-quality work products such as engagement plans and reports for review and approval by the Director and/or Deputy Director; making sure that the reported implementation of recommendation and/or actions agreed with clients are objectively reviewed and closed based on adequate supporting evidence; establishing, managing and maintaining productive relationships with senior managers across UNICEF, clients and other stakeholders critical to the assurance and advisory work of the unit.

People Management:

Establish, discuss, and agree on performance plans with staff in the unit and identify and address skills gaps. Provide objective feedback to staff throughout the performance period. Coach and mentor assigned staff and hold career discussions. Conduct periodic performance appraisal of assigned staff, taking into consideration engagement-specific feedback received by the staff member from other Chiefs, Audit and Engagement Team Leaders and other staff inside and outside OIAI. Provide engagement-specific feedback on the performance of other units' staff who are assigned to engagements for which the chief is responsible. Identify and address staff's individual training needs, ensuring staff have opportunity to learn and grow professionally. Lead by example and proactively address staff issues and update the Deputy/Director on people management issues. Contribute to the recruitment of high-caliber staff. Promote an environment of management excellence and foster a respectful work culture, staff well-being, diversity and inclusion. Ensure adequate preparation for rollout and effective management of virtual team/processes and/or accountabilities in line with the organization's guidelines, policies and procedures.

Thematic Focus:

Serve as a focal point for the Audit Section for assigned thematic, geographic and/or function areas and/or specific clients. This will include monitoring and keeping abreast of developments and emerging risks relevant to the assigned area, ensuring OIAI's risk register and work plans are updated accordingly. This also includes building and maintaining relationships with leadership and other key staff in the assigned area of responsibility. This also includes identifying and making the business case for potential assurance or advisory

services relevant to the assigned areas of responsibility.

Leadership of OIAI and the Audit Section:

Participate in and contribute to the management of the Internal Audit Section and as a member of the OIAI leadership team. This includes providing senior level contribution to the Section's risk-based work planning activities, identifying and responding to emerging risks, and ensuring the preparation and updating of the Section's Work Plan. This also includes serving as a thought leader, both inside UNICEF and externally, on the evolving role of internal audit within similarly situated organizations, and keeping abreast of innovations, developments and best practices in internal auditing to facilitate continuous learning and improvements in the work of OIAI. This also includes contributing to and leading the Section's development and implementation of standard operating procedures, as well as the application of the International Standards for the Professional Practice of Internal Auditing and their implication for oversight in the United Nations System. This also includes acting on behalf of the Deputy Director for Audit as required and carrying out other tasks as may be assigned by the Director or Deputy Director for Audit.

To qualify as an advocate for every child, you will have...

An advanced university degree (Master's or higher), preferably in Business Administration, Economics, Finance, Auditing, Accounting, or another related field is required. Professional accreditation (e.g. CPA, CA, ACCA, CIA, or CISA) from a recognized professional body is preferred. A first-level university degree (Bachelor's or equivalent) in the specified fields with 12 years' experience in auditing, may be accepted in lieu of the advanced university degree.

At least ten years' experience in auditing (e.g. financial and performance, and/or operational) is required. Extensive experience in a directly related field may also be acceptable.

At least five (five) years' experience in managing teams and complex assignments in multi-cultural environment, government and recognized international organizations will be an advantage.

Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) is considered an asset.

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