

Senior Internal Audit Officer, International Civil Aviation Organization (ICAO)
Vacancy Announcement

As part of our work to promote U.S. interests at and through the UN system, the U.S. government seeks to encourage qualified Americans to apply for permanent positions in UN bodies (see <https://iocareers.state.gov/Main/Home>). ICAO recently posted a vacancy announcement for a Senior Internal Audit Officer (link and text below).

ICAO posted it on LinkedIn too: <https://ca.linkedin.com/jobs/view/senior-internal-audit-officer-at-the-international-civil-aviation-organization-2733051006?refId=BEsrNfaWr4tnJQ6ZTCy0sw%3D%3D&trackingId=05Of0wEsRcVvk6UI5efqbJQ%3D%3D&trk=org-job-results>

<https://careers.un.org/lbw/jobdetail.aspx?id=164909>

Job Opening

Posting Title:	Senior Internal Audit Officer, OIO, P5
Job Code Title:	CHIEF OF SECTION, AUDIT
Department/Office:	International Civil Aviation Organization
Duty Station:	MONTREAL
Posting Period:	27 September 2021 - 27 October 2021
Job Opening Number:	21-Audit-ICAO-164909-R-Montreal (R)
Staffing Exercise	N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

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Org. Setting and Reporting

The mandate of the Office of Internal Oversight (OIO) is to assist the Secretary General and the ICAO Governing Body in ensuring that ICAO is managed effectively, efficiently and economically and in conformity with the applicable regulations and rules, and to provide independent and objective assurance, advice, insight and foresight through performing internal audits, evaluations, and other oversight assignments as appropriate. OIO is based at ICAO Headquarters in Montreal.

OIO contributes to the improvement of governance, risk management, and control processes; and to the improvement of programme management and achievement of results, using a systematic and disciplined approach that ensures accountability for the effective and efficient use of organizational resources in accordance with the approved Budget and Business Plan. OIO provides an annual report of its performance and activities to the ICAO Council (Resident Legislative Body) for consideration and work plans are prepared based on a risk assessment considering feedback and in consultation with the ICAO senior management and the Council. OIO reports administratively to the Secretary General but is not part of operational management.

The incumbent reports directly to the Chief, Office of Internal Oversight (C/OIO) with whom s/he consults on complex issues. The Senior Internal Audit Officer is expected to work independently, as well as to supervise

and direct the work of more junior audit staff. S/he is responsible for the quality of the work produced; however, C/OIO will review the conclusions reached and the recommendations made by the incumbent.

Responsibilities

Function1 (incl. Expected results)

Leads and conducts audits of sensitive and complex nature covering major business units, operations and systems of the Organization both at the Headquarters and in Regional Offices, achieving results such as:

- Prepare Risk-based audit engagement plans, preliminary and residual risk assessments and audit programmes.
- Define broad objectives and a scope for each audit/review in compliance with the International Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors (IIA).
- Identify issues requiring management attention and make recommendations on preventive or corrective measures derived from internal audit findings, including on improving existing systems, processes, policies, and procedures, strengthening internal controls, or otherwise preventing shortcomings from recurring.
- Prepare Audit working papers that document the adequacy and effectiveness of internal controls and compliance with policies, rules and procedures in an accurate and complete manner.
- Draft audit reports with well-defined audit findings, conclusions and value-adding SMART recommendations, accompanied by agreed management action plans.
- Review internal audit reports prepared by other staff and peer review of evaluation reports, as required.
- Assist in the selection and supervision of consultants, as required.
- Effectively manage human resources assigned, including; providing support to staff in the achievement of their career goals, ensuring appropriate learning, training and development, and actively participating in planning and assessing staff performance.

Function 2 (incl. Expected results)

Takes the lead in preparing Internal Audit Strategy, annual/triennial work plans, annual report to the Council and other working papers, achieving results such as:

- Efficient and effective management of OIO.
- Identification, assessment and ranking of key risks.
- An agreed work programme which meets the Organization's main priorities and concerns.
- Implementation of well-defined audit strategies, procedures and processes.
- Promotion of best practices and capacity development in auditing techniques.
- Updated Audit policies and procedures and implementation of data analytics and data visualization tools for OIO.
- Draft and/or revise the Organization's oversight policies and procedures, in particular those related to internal audit.
- Effective implementation of OIO's quality assurance and improvement program, including internal and external quality reviews.
- Annual self-assessment of the internal audit function in line with the IIA Standards.
- Preparation of audit budgets and plans for the effective use of resources.
- Medium and long-term goals and objectives of OIO.

Function 3 (incl. Expected results)

Provides independent advice to the Council, Secretary General, and senior managers on audit, risk and control-related issues, achieving results such as:

- Provide expert advice on oversight related issues as and when required.
- Share knowledge on new developments in internal audit and other oversight matters.
- Collect, organize, manage and disseminate information, with attention to detail and accuracy.
- Develop and maintain tools, such as dashboards, charts, etc., enabling the Secretary General and other appropriate parties to receive relevant and timely information about the Office's activities.

Function 4 (incl. Expected results)

Takes the lead in following up and reporting on the status of implementation of OIO recommendations,

maintaining close contact with focal points, and holding regular meetings with ICAO managers, achieving results such as:

- Oversee the process of periodic follow up, and monitoring of the status of oversight recommendations and timely closure of open OIO recommendations.
- Assess the adequacy of management response to the implementation of recommendations and advise managers on the required actions and/or documentation to close the recommendations.
- Provide periodic report on the status of recommendations to the Secretary General, the Council and other stakeholders.
- Provide timely update and accurate maintenance of the OIO recommendations database.

Function 5 (incl. Expected results)

Establishes and maintains effective relationships with stakeholders, achieving results such as:

- Provide sound advice on governance, risk management and internal control related issues as and when required.
- Participate in ad hoc Committees as observer and/or discuss with stakeholders when new initiatives are being introduced, in order to ensure that internal controls and risks are taken into consideration.
- Liaise with the Evaluation and Audit Advisory Committee (EAAC) and coordinate audit related activities with the External Auditor, ensuring optimal and most cost effective coverage of oversight activities.
- Liaise with internal audit functions of other United Nations and international organizations to keep abreast of developments in professional practices, and to implement applicable best practices in OIO.
- Build effective client relationships in order to facilitate the impact and acceptance of oversight recommendations.

Function 6 (incl. Expected results)

Performs other related duties, as assigned.

Competencies

Professionalism:

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. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.

Planning and organizing:

Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments; adjusts priorities as required. Allocates appropriate amount of time and resources for completing work. Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary. Uses time efficiently.

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.

Communication:

Speaks and writes clearly and effectively. Listens to others, correctly interprets messages from others and responds appropriately. Asks questions to clarify, and exhibits interest in having two-way communication. Tailors language, tone, style and format to match the audience. Demonstrates openness in sharing information and keeping people informed.

Judgement/decision making:

Identifies the key issues in a complex situation, and comes to the heart of the problem quickly. Gathers relevant information before making a decision. Considers positive and negative impacts of decisions prior to making them. Takes decisions with an eye to the impact on others and on the Organization. Proposes a course of action or makes a recommendation based on all available information. Checks assumptions against facts. Determines that the actions proposed will satisfy the expressed and underlying needs for the decision. Makes tough decisions when necessary.

Education

Essential

An advanced-level university degree (Master's degree or academic equivalent) in business administration, finance, accounting or in a related field, supplemented with professional certification such as Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA) or equivalent qualification from an accredited authority.

Work Experience

Essential

- At least twelve (12) years of progressively responsible experience in professional auditing, finance, administration, statistics, computer science, or in a related area, of which five (5) years should have been in an internal audit environment
- Hands-on experience in the field of internal audit, risk management and internal control-related matters.
- Experience in carrying out sensitive and complex audits on a wide range of Organizational activities and operations in accordance with the IIA Standards.
- Experience in using MS Office products (Word, Excel and PowerPoint) and specialized audit software such as TeamMate, IDEA, ACL, Power BI etc.

Desirable

- Experience in carrying out IT audits.
- Experience within the UN system or multilateral organizations.

Languages

Essential

Fluent reading, writing and speaking abilities in English.

Desirable

A working knowledge of any other language of the Organization (Arabic, Chinese, French, Russian, Spanish).

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview.

Special Notice

The ICAO Assembly recently reaffirmed its commitment to enhancing gender equality and the advancement of women by supporting UN Sustainable Development Goal 5 “Achieve gender equality and empower all women and girls.”

Female candidates are strongly encouraged to apply for ICAO positions, especially in the Professional and higher level categories.

It should be noted that this post is to be filled on a fixed-term basis for an initial period of 3 years (first year is probationary for an external candidate).

ICAO staff members are international civil servants subject to the authority of the Secretary General and may be assigned to any activities or offices of the Organization, in accordance with the provisions of the ICAO service code (Staff Regulations).

ICAO staff members are expected to conduct themselves in a manner befitting their status as international civil servants. In this connection, ICAO has incorporated the 2013 Standards of Conduct for the International Civil Service into the ICAO Personnel Instructions.

ICAO offers an attractive benefit package to its employees in accordance with the policies of the International Civil Service Commission (ICSC).

The statutory retirement age for staff entering or re-entering service after 1 January 2014 is 65. For external applicants, only those who are expected to complete a term of appointment will normally be considered.

Remuneration: Level P-5 Rate Net Base Salary per annum + Post Adjustment (net) per annum(*)

USD 89,837 USD 42,942

(*) Post Adjustment is subject to change.

United Nations Considerations

In accordance with ICAO Staff Regulations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Due regard shall be paid to the importance of recruiting staff on as wide a geographical basis as possible and ensuring equal gender representation. Subject to the foregoing, selection of staff members shall be made without distinction as to race, sex or religion, nor shall there be any discrimination on account of any disability of a candidate who meets the qualifications required to perform the tasks. Unless otherwise permitted under the ICAO Staff Regulations, appointment and promotion of staff members shall be made on a competitive basis.

Candidates will not be considered for employment with ICAO if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts.

Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, Inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on “Manuals” hyper-link on the upper right side of the Inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in Inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be

made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised in Inspira will be removed at 11:59 p.m. (New York time) on the deadline date.

No Fee

ICAO does NOT charge any fees or request money from candidates at any stage of the recruitment process, nor does it concern itself with bank account details of applicants. Requests of this nature allegedly made on behalf of ICAO are fraudulent and should be disregarded.