



General Secretariat (GS)

Geneva, 15 February 2021

E-mail: HRerecruit@itu.int

To the Director-General

### **Circular letter No. 8**

Subject: **Vacancy Notice No. 12P-2021/SG-IAU/EXTERNAL/P4**

Dear Sir,

The post described in the Annex is to be filled at ITU Headquarters.

The relevant job description with the qualifications required, as well as all other useful information, is annexed hereto.

Administrations are requested to circulate vacancy notices to all potential sources of recruitment including universities, institutes, associations of engineers and the private sector as the case may be.

**I would be grateful if Administrations would invite qualified candidates and especially women candidates to apply for the above position not later than 15/04/2021 on ITU web site: <http://www.itu.int/employment/Recruitment/index.html>**

The Plenipotentiary Conference adopted the Resolution 48 (Rev. Dubai 2018), affirming that: "...when filling vacant posts by international recruitment, in choosing between candidates who meet the qualification requirements for a post, preference shall be given to candidates from regions of the world which are under-represented in the staffing of the Union, taking into account the balance between female and male staff mandated by the United Nations common system;"

Yours faithfully,

Mr. Houlin ZHAO  
Secretary-General

Annexes: **Vacancy Notice No. 12P-2021/SG-IAU/EXTERNAL/P4**



*ITU is the leading United Nations agency for information and communication technologies, with the mission to connect the world. To achieve this, ITU manages the radio-frequency spectrum and satellite orbits at the international level, works to improve communication infrastructure in the developing world, and establishes global standards that foster seamless interconnection of a vast range of communication systems. ITU also organizes global Telecom events bringing together the most influential representatives of government and the private sector to exchange ideas and knowledge for the benefit of all.*

## VACANCY NOTICE NO. 12P-2021/SG-IAU/EXTERNAL/P4

Date of Issue: 15 February 2021  
Currently accepting applications

*Applications from women are encouraged*

Functions: Senior Auditor

Post Number: SG14/P4/848

Deadline for Applications (23.59 Geneva CH) : **15 April 2021**

Duration of Contract: 2 years with possibility of renewal for 2 additional years

Type of Appointment: Fixed-term Appointment Duty Station: Geneva, Switzerland

Grade: P4

### Organ:

The General Secretariat directs all the administrative and financial aspects of the Union's activities, including the implementation of the provisions of the administrative regulations on operational questions, the dissemination of information on telecommunication matters for operational and other purposes, the provision of legal advice to the Bureaux of the Union and the departments of the General Secretariat, logistic support to the Union's activities including conferences, the coordination of the work of the Union with other international organizations, the dissemination of information to the Member States and Sector Members, press, corporate and individual users of telecommunications and the general public. The General Secretariat is also responsible for the organization of world telecommunication exhibitions and forums.

### Organization Unit:

As part of the corporate governance system of ITU, the Internal Audit Unit (IAU) supports the activities of the Union with the aim of ensuring the effective, economic and efficient use of resources in achieving the overall goals, strategies and priorities set in the Strategic Plan. The overall objective of the internal audit function is to help managers to practice and promote economy, efficiency, effectiveness, transparency and accountability in managing the resources entrusted to ITU for its activities. The internal audit function exercises operational independence in the performance of its duties and reports directly to the Secretary-General.

## Duties / Responsibilities

The Senior Auditor will report to the Head, Internal Audit Unit (IAU). The role of the position is to plan, organize, conduct, and manage complex audits and other related engagements of the Internal Audit Unit in accordance with applicable Internal Audit Standards. To this end the incumbent will perform the following duties:

- Take the lead in designing, preparing and implementing the audit strategies; plan risk-based audits, financial audits and operational audits of large and complex operations in accordance with applicable Internal Audit Standards.
- Coordinate and conduct discussions of preliminary nature with heads of operations audited.
- Coordinate the acquisition of required information directly or indirectly through analysis of available data, examination of records or by interviewing staff; and manage audit documentation and work papers through the dedicated audit management system.
- Supervise and coach subordinate auditors or other professionals and assistants assigned to the audits with a view of ensuring compliance of the audit process to the IIA Standards; empower and challenge more junior staff to actively participate in the management of the audits; review work of junior audit staff's work and assess the adequacy of the tests, working papers/documents elaborated by those staff.
- Use effective auditing techniques, including data analytics to assess adequacy and effectiveness of internal controls and risk management processes ensuring (i) compliance with laws, regulations, and contracts, (ii) reliability and integrity of financial and operational information, (iii) effectiveness and efficiency of operations, and (iv) safeguarding of assets; embedded in the various management tools/systems of the Organization, and review alignment with established policies, procedures, regulations and related instructions and directives.
- Prepare audit reports recommending remedial action or improvements, and discuss the content of reports with Management, with a view to agreeing on recommendations, and timelines for implementation.
- Appraise adequacy of follow-up action taken in respect to audit findings and recommendations.
- Provide specialist advice as appropriate to managers across the Union.
- Perform any other related duties as assigned.

## Competencies

- **Core Competencies:** Applying Expertise; Effective Communication; Learning and Knowledge Sharing; Organizational Commitment; Results-Focused, and; Teamwork and Collaboration.
- **Essential Functional Competencies:** Analysis, Judgement and Decision Making; Client and Service Orientation; Innovation and Facilitating Change; Leadership; Networking and Building Partnerships; Planning and Organizing, and; Successful Management.
- **Essential Technical Competencies:** Working knowledge of IT systems and standard office products; SAP-ERP; Enterprise Risk Management; expertise of internal controls; in depth knowledge of IIA Standards and of automated audit tools; project management; forensic auditing; knowledge of accounting (IPSAS).

## Qualifications required

Education:

Advanced university degree in business administration, accounting, or related field, OR education from a reputed college of advanced education with a diploma of equivalent standard to that of an advanced university degree in one of the fields above. For internal candidates, a first university degree in one of the fields above in combination with ten years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.

A professional certification in accounting or auditing such as CIA, CPA, CA or CFE is mandatory.

Experience:

At least seven years of progressively responsible experience in audit or a related area such as accounting, administrative investigations, project evaluation, including at least three at the international level. A Doctorate in a related field can be considered as a substitute for three years of working experience. Experience in applying IIA Standards. Experience in public sector administration or auditing is an advantage. Experience in the international public sector is an advantage.

Languages:

Knowledge of one of the six official languages of the Union (Arabic, Chinese, English, French, Russian, Spanish) at advanced level and knowledge of a second official language at intermediate level. Knowledge of a third official language would be an advantage. (Under the provisions of Resolution No. 626 of the Council, a relaxation of the language requirements may be authorized in the case of candidates from developing countries: when candidates from such countries possess a thorough knowledge of one of the official languages of the Union, their applications may be taken into consideration.)

Additional Information:

**Salary:**

Total annual salary consists of a net annual salary (net of taxes and before medical insurance and pension fund deductions) in US dollars and a post adjustment (PA) (cost of living allowance). The PA is variable and subject to change without notice in accordance with the rates as set within the UN Common System for salaries and allowances.

Annual salary from \$ 73,516 + post adjustment \$ 65,723

Other allowances and benefits subject to specific terms of appointment, please refer to <http://www.itu.int/en/careers/Pages/Conditions-of-Employment.aspx>

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Applicants will be contacted directly if selected for written test. Interviews may be used as a form of screening.

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For further information concerning the Conditions of Employment please click [the following link](#)

Applicants will be contacted only if they are under serious consideration

Currently accepting applications



ITU is a smoke-free environment