



General Secretariat (GS)

Geneva, 7 January 2022

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 1

Subject: **Vacancy Notice No. 1P-2022/SG-SGO/EXTERNAL/P3**

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 07/03/2022 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. 1P-2022/SG-SGO/EXTERNAL/P3**



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. 1P-2022/SG-SGO/EXTERNAL/P3

Date of Issue: 7 January 2022

Currently accepting applications

Applications from women are encouraged

Functions: Internal Auditor

Post Number: SG14/P3/850

Deadline for Applications (23.59 Geneva CH)
: 7 March 2022

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

Type of Appointment: Fixed-term
Appointment

Duty Station: Geneva, Switzerland

Grade: P3

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

Under the supervision of the Head, Internal Audit Unit, the incumbent will perform the following duties:

- Plan assigned audits in accordance with applicable Internal Audit Standards.
- Conduct discussions of preliminary nature with heads of operations audited.
- Carry out risk-based audits, financial audits and operational audits of large and complex operations.
- Obtain required information directly or indirectly through examination of records or by interviewing staff and document, evaluate and test systems and controls to determine their adequacy and effectiveness, 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.
- Draft audit reports, identify with the auditee the corrective action, formulate recommendations, and reach an agreement on those recommendations and timelines with the responsible officer of operations audited.
- Discuss draft communications and reports with those audited and, taking these discussions into account, finalize them for review by the supervisor whilst ensuring that working papers and records are maintained.
- Appraise adequacy of follow-up actions taken on audit findings and recommendations.
- Assess the reliability and effective use of internal controls, and assist in reviewing established policies, procedures and regulations.
- Perform 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 Results Based Management; Enterprise Risk Management; internal controls expertise; IIA Standards; automated audit tools; project management; forensic auditing; accounting (IPSAS).

Qualifications required

Education:

Advanced university degree in business administration, accounting, finance, 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 seven 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, and CA or a related field is required.

Experience:

At least five years of progressively responsible experience in audit or a related area such as accounting, business administration, finance, program/project evaluation and monitoring, including at least two at the international level. A Doctorate in a related field can be considered as a substitute for two years of working experience. Experience in public sector administration or auditing 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 \$ 60,962 + post adjustment \$ 50,294

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

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

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