

## TERMS OF REFERENCE Junior Professional Officers (JPO)

### I. General Information:

Title:	Associate Auditor
Sector of Assignment:	Internal Oversight Services
Country:	Jordan
Location (city):	Amman
Agency:	UNRWA
Grade:	P1 step I or P2 step I the first year, depending on the level of education and experience
Duration of the assignment:	Initially one year with the possibility to extend up to 3 years

Note: this post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed exclusively to **Dutch and European Union nationals or permanent residents of the Netherlands** (see for criteria the website of the Dutch Ministry of Foreign Affairs:

[www.minbuza.nl/en/Key\\_Topics/Development\\_Cooperation/Associate\\_Experts\\_Programme](http://www.minbuza.nl/en/Key_Topics/Development_Cooperation/Associate_Experts_Programme)

### II. Supervision:

#### Title of Supervisors:

1. Director, Department of Internal Oversight Services
2. Senior Auditor, Department of Internal Oversight Services

#### Content and Methodology of Supervision:

The post is subject to: (1) The general policies of UNRWA; (2) The annual Agency audit-plan for UNRWA's Department of Internal Oversight Services.

The incumbent's work plan and priorities will be informed by and form an integral part of the Agency's audit plan. Regular meetings will be held with the supervisor to plan audit activities and assess progress against assigned responsibilities. Monthly departmental meetings will allow the review of progress made against the department's strategic objectives. Supervisors will ensure coaching and mentoring of the incumbent.

### III. Duties, Responsibilities and Output Expectations:

The incumbent, within delegated authority, will be responsible for the following duties:

- Prepare/participate in preparations of risk identification programme (20%)
- Assess the processes with a view to chart and measure the impact of reforms on key internal controls (40%)
- Prepare reports with recommendations on mitigating the enhanced risks in the processes with a view to enhance the control environment in the Agency (10%).
- Take initiative in identifying appropriate tools, best practices, and identify/perform tasks aimed at ensuring that the control environment within the Agency for the

selected processes is well regulated and that the processes do not provide for opportunities for potential fraud, misappropriation of Agency assets, corruption, abuse of authority, theft and other such incidents (10%)

- Perform other projects or tasks and supervise staff as may be assigned (10%)
- Travel frequently to UNRWA fields of operations, often for extended periods of time, including to hardship locations (10%)

#### **IV. Qualifications and Experience:**

##### Education (only Master's degree or equivalent)

Advanced university degree in accountancy, business administration or other discipline related to internal audit. We are looking for candidates who can think out of the box to identify risks.

##### Working Experience

Preferably two years of experience in internal audit or a related area such as finance, accounting, business administration, statistics or computer science in a government, international or large commercial organization.

##### Key competencies of the assignment

- Professionalism – Exercises due professional care and ability to use helicopter view in identifying risks.
- Planning and Organising – Identifies priority activities and assignments; adjusts priorities as required; monitors and adjusts plans and actions as necessary.
- Commitment to continuous learning – Keeps abreast of new anti-fraud actions and developments.
- Communication – Speaks and writes clearly and effectively. Excellent command of written and spoken English.
- Teamwork – Resourcefulness, good interpersonal skills and the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Ability to develop and maintain effective working relationships with clients and colleagues.

#### **V. Learning Expectations:**

- Ability to exchange ideas, information and establish partnership with UNRWA staff at HQs Amman & Gaza and staff in the five Fields of UNRWA operations (Syria, Lebanon, Jordan, West Bank and Gaza);
- Strengthened understanding of the main programmes and areas of operations of UNRWA such as: education, health, relief services, microfinance, infrastructure and camp improvement and the challenges posed in relation to the oversight function;
- Enhanced personal and professional capabilities and increased ability to perform specific assignments related to duties and responsibilities.

- Learn to develop a structured programme of learning and implementing the risk assessment and mitigation measures in relation to operational processes in health, education, social and relief services as well as support functions of the Agency;

## **VI. Background to the Assignment:**

Since its establishment, the Agency has delivered its services in times of relative calm in the Middle East, and in times of hostilities. It has fed, housed and clothed tens of thousands of fleeing refugees and at the same time educated and given health care to hundreds of thousands of young refugees. UNRWA is unique in terms of its long-standing commitment to one group of refugees and its contributions to the welfare and human development of four generations of Palestine refugees. Originally envisaged as a temporary organization, the Agency has gradually adjusted its programmes to meet the changing needs of the refugees. Today, UNRWA is the main provider of basic services - education, health, relief and social services - to over 4.4 million registered Palestine refugees in the Middle East.

DIOS - History: The Department of Internal Oversight Services (earlier known as the Audit & Inspection Department) is as old as the UNRWA itself, 60 years. It is so interwoven with the rest of the functions that many times, it is difficult to perceive it as an institution. But nevertheless, it is an institution whose history is unbroken by the turbulent times through which its parent UNRWA traversed. It signifies strong tradition of accountability and oversight function within the Agency for years.

The immense contribution made by the Agency in the lives of the Palestine refugees is acknowledged the world over. And, the internal audit too played its part in assuring the world community that its generosity and well meaning support has appropriately been utilized for the greater good of the target communities in the Palestine, Jordan, Syria, and Lebanon areas. People who devoted their lives in trying to make a difference are often forgotten in due course of time.

The Department of Internal Oversight Services is a value added resource for the UNRWA financial, operational, and control activities. It exists to support UNRWA Headquarters and Field Offices in the effective discharge of their responsibilities and accomplishment of the Agency goals. We provide independent, objective evaluations of the Agency operations to improve effectiveness in governance, risk management, and internal control processes in accordance with professional standards.

About DIOS - Mandate: The Department of Internal Oversight Services is governed by the Organizational Directive # 14. This directive was last revised on the 1 October 2002. The OD 14 is a document that effectively gives the DIOS its powers, responsibilities and authority. Essentially, the mandate pertains to audit, inspection and investigation functions in the Agency.

DIOS - Administrative Reports: DIOS presents an administrative report on a biennium basis apart from the regular reports to the Commissioner General and the Advisory Committee on Internal Oversight (ACIO). The Administrative report covers the Internal Oversight Results summarized by Function, findings, recommendations and management actions, summary of the reports issued during the biennium year, UNBOA /third party audits and evaluation reports and organizational information.

Risks identified according to administrative processes such as procurement, finance, HR and budgeting. Programmatic topics such as microfinance, health, education.

Currently DIOS is staffed with 11 Staff members, four international and seven area staff members.

## **VII. Information about Living Conditions at the Duty Station:**

Amman is a stable instamatic environment where different cultures are leaving peaceful together. In this environment the UNRWA with more than 30,000 staff members provide basic needs.

Living conditions in Amman, Jordan are excellent. Rental housing widely available within short distance from the office. Amman is a modern, clean and safe city with a wide variety of restaurants, cultural and recreational activities, shops/malls and tourist attractions. Excellent communication networks and reliable public services.

### **How to Apply:**

Eligible candidates are requested to submit an online application at the following link:  
[http://www.jposc.org/content/programme/current\\_vacancies-en.html](http://www.jposc.org/content/programme/current_vacancies-en.html).

**The deadline for receipt of applications is 12 midday, Wednesday 15 September 2010.** Applications received after this will not be considered. In view of the volume of applications, only candidates being invited to an interview will be contacted.