



Senior Auditor/Deputy Head, Internal Audit (P4) (SEC000663)

Primary Location
OSCE Secretariat, Vienna

Job Information

Profile

Employee Status
Fixed Term

Job Type
Contracted

Schedule
Full-time

Education Level
Master's Degree (Second-level university degree or equivalent)

Compensation

Contract Type
International Contracted

Appointment Type
SM.C.I|Fixed-term

Grade
P4 - INS.P4

Contract Duration
24 months

Currency
Euro (EUR)

Job Description

Background:

The OSCE has a comprehensive approach to security that encompasses politico-military, economic and environmental, and human aspects. It therefore addresses a wide range of security-related concerns, including arms control, confidence- and security-building measures, human rights, combating human trafficking, national minorities, democratization, policing strategies, counter-terrorism and economic and environmental activities. All 57 participating States enjoy equal status, and decisions are taken by consensus on a politically, but not legally binding basis.

The OSCE Secretariat in Vienna assists the Chairpersonship in its activities, and provides operational and administrative support to the field operations, and, as appropriate, to other institutions.

The Office of Internal Oversight (OIO) is part of the OSCE Secretariat in Vienna, Austria. OIO is responsible for planning and delivering internal audits, investigations, and independent evaluations of the Organization's activities, including Institutions and Field Operations. The work of OIO assures the adequacy of governance, risk management, and internal control, ensures compliance with the Organization's internal control framework, and enhances performance and the efficiency and effectiveness of operations.

The Internal Audit Section is part of the Office of Internal Oversight (OIO) within the OSCE Secretariat, in Vienna, Austria. It consists of one Head of Internal Audit and six additional auditors and audit associates.

Tasks and Responsibilities:

As Senior Auditor/Deputy Head, Internal Audit, you will be responsible for planning, leading and conducting assigned audits, reviews and other format of audit/advisory activities, and drafting the related reports, aimed at providing assurance on and/or strengthening governance, risk management, internal control, compliance and performance across the Organization. These assigned activities typically include the most complex, high-value and/or sensitive planned assignments and thematic reviews across the organization.

You will report directly to the Deputy Director/Head of Internal Audit of OIO, with your second-level supervisor being the Director of

OIO. You will supervise Auditor(s) and/or an Audit Associate; supervision of other audit staff and consultants is carried out on a functional basis, in the context of specific assignments where you will be assigned as team leader or in the context of serving as quality assurance function.

More specifically, you will perform the following:

1. Planning, conducting and drafting reports for assigned audits, reviews and other format of audit/advisory activities, aimed at providing assurance on and/or strengthening governance, risk management, internal control, compliance and performance across the Organization. As team leader, ensuring successful planning, implementation, quality assurance and reporting on these complex, high-value and/or sensitive assignments, including rendering adequate support, assistance and coaching to team members. In the planning and execution of the audits, you will factor gender mainstreaming consideration into the audit works to the fullest extent possible;
2. Translating audit/advisory activities into actual and measurable added-value with effective engagement with relevant auditees during assignments; providing appropriate explanations on the audit/review process; keeping auditees periodically informed on the status of the audit, emerging findings and reporting, and validating draft observations and recommendations with clients;
3. Performing periodic follow-up with auditees (for relevant assignments) to ensure that the agreed actions are on track to be implemented, engaging with clients to ensure that actions implemented address the issues/risk identified, and getting insight into the added-value gained as a result of implementing the agreed actions;
4. Actively contributing to the continuous development of professional practices within the Office of Internal Oversight and conducting detailed quality assurance review of internal audit assignments completed by other (Senior) Auditors throughout its lifecycle from planning, work paper documentation, to reporting, for accuracy, methodology used, and soundness of conclusions. Quality review is aimed at confirming adherence to the International Professional Practices Framework (IPPF)/the 2024 Global Internal Audit Standards. Identifying opportunities and monitoring current activities to address recommendations from quality assessments including the most recently conducted external assessment to ensure continuous compliance with the IPPF;
5. Supporting the development of the OIO work plan, and providing feedback within requested timeframe to revisions, updates, etc. to CRMS guidance or other related policy documents for which OIO input is sought;
6. Serving as Deputy-Head in the day-to-day managing of the internal audit function, in addition to acting as an alternate to the Head, Internal Audit, during periods of leaves and/or unavailability;
7. Performing other duties as assigned.

For more detailed information on the structure and work of the OSCE Secretariat, please see <https://www.osce.org/secretariat>

Necessary Qualifications:

- Second-level university degree in management, economics, finance, business administration, information technology or a related field; a first-level university degree in the said fields in combination with two additional years of relevant experience will be accepted in lieu of the second-level university degree;
- Certification of an internationally recognized Internal Audit/Accounting/Anti-Fraud body is required (e.g. CIA, CISA, CFE, CPA, ACCA);
- A minimum of seven years of experience at the national or international level in the audit/accounting field, including exposure to the examination and evaluation of management and financial/administrative control processes;
- Experience in auditing information systems and IT processes is an asset;
- Experience with performing quality assurance tasks within an internal audit function in accordance with the International Standards for the Professional Practice of Internal Auditing is highly desirable;
- Demonstrated gender awareness and sensitivity, and an ability to integrate a gender perspective into internal audit work and other tasks/activities;
- Excellent oral and written communication skills in English; good command of other OSCE languages is an asset;
- Ability and willingness to work as a member of team, with people of different cultural, and religious backgrounds, different gender, and diverse political views, while maintaining impartiality and objectivity.

Remuneration Package:

Monthly remuneration is around EUR 9,400, with the actual monthly salary depending on post adjustment and family status. OSCE salaries are exempt from taxation in Austria. Social benefits will include possibility of participation in the Cigna medical insurance scheme and the OSCE Provident Fund. Other allowances and benefits are similar to those offered under the United Nations Common System.

Please note that appointments are normally made at step 1 of the applicable OSCE salary scale.

If you wish to apply for this position, please use the OSCE's online application link found under <https://vacancies.osce.org/>.

The OSCE retains the discretion to re-advertise/re-post the vacancy, to cancel the recruitment, to offer an appointment at a lower grade or to offer an appointment with a modified job description or for a different duration.

Only those candidates who are selected to participate in the subsequent stages of recruitment will be contacted.

Candidates interviewed and found suitable in the recruitment process for this vacancy notice will be placed on a roster of suitable candidates (valid for three years) for fixed-term posts, should a suitable opportunity arise. The placement on a roster does not guarantee a future appointment or assignment.

Please note that vacancies in the OSCE are open for competition only amongst nationals of participating States, please see <https://www.osce.org/participating-states>.

The OSCE is committed to diversity and inclusion within its workforce, and encourages qualified female and male candidates from all religious, ethnic and social backgrounds to apply to become a part of the Organization.

Candidates should be aware that OSCE officials shall conduct themselves at all times in a manner befitting the status of an international civil servant. This includes avoiding any action which may adversely reflect on the integrity, independence and impartiality of their position and function as officials of the OSCE. The OSCE is committed to applying the highest ethical standards in carrying out its mandate. For more information on the values set out in OSCE Competency Model, please see <https://jobs.osce.org/resources/document/our-competency-model>.

The OSCE is a non-career organization committed to the principle of staff rotation, therefore the maximum period of service in this post is 7 years.

Please be aware that OSCE appointments are subject to medical clearance.

The mandatory retirement age at the OSCE is 65 years for contracted positions at the general service, professional and director level. The Organization shall apply an age limit of 62 years at the time of appointment as the incumbent selected is normally expected to carry out the contractual obligation of two years.

Please be aware that the OSCE does not request payment at any stage of the application and review process.

Issue Date

12-11-2024

Number of posts

1

Closing Date

11-12-2024

Target Start Date

As soon as possible