INTERPOL

HUMAN RESOURCES

Terms of Assignment

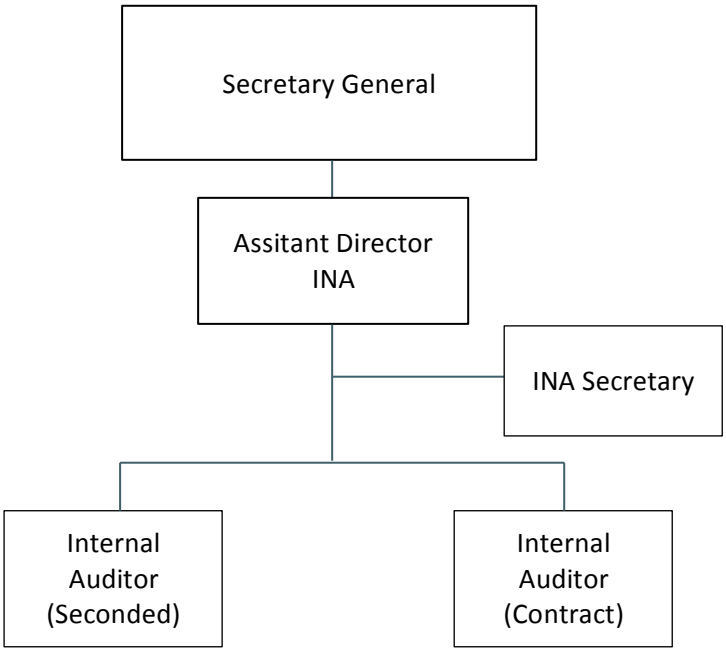
[Date of publication]

This description concerns a post, not the holder of that post

Directorate	**Post title**
SG	Internal Auditor (Seconded)
Sub-Directorate	**Grade**
Office of Internal Audit (INA)	G5

ORGANISATIONAL SETTING

Show the section of the organization chart in which the post appears indicating, if applicable, two levels above and the two levels below the post (indicate the title of the post, not the name of the holder(s)



SUMMARY OF THE ASSIGNED DUTIES, INCLUDING GOALS AND OBJECTIVES OF THE POST

Under the administrative and operational supervision of the Assistant Director Internal Audit (AD INA), the incumbent will provide audit risk analysis; audit services, reporting and support; risk analysis and other activities related to internal audit by bringing a systematic and disciplined approach to the study of risk management, control, and governance processes, thus assisting in the improvement of Organisational efficiency.

PRINCIPAL DUTIES AND ACTIVITIES

In the order of importance, indicate main duties and activities performed by the post holder: supervisory responsibility, taking decisions, etc.

DUTY 1 - 75%

1. Contribute to the INA and Organisational risk analysis, subsequent audits and other audit activities in support of risk-based audits, individually or in conjunction with other internal auditors from the Office of Internal Audit (INA). This activity will include:

    a. Monitoring the Enterprise Risck Management (ERM) process in relation to proposed audit activity;

    b. Assessing risk within the ERM system and INA modelling in support of preliminary audit activity and engagements;

    c. The collection of information on the processes and activities of the Organisation, based on interviews, data and analysis in support of audits;

    d. Recording and analysing findings, thus making conclusions leading to recommendations in support of written audit reports;

    e. Reporting to, and liaising with the AD INA on the conduct, process, delivery and reporting of assigned audit activity;

    f. The drafting of audit reports.

DUTY 2 - 15%

2. Contribute to the follow-up of the implementation of audit recommendations, in support of the Office of Internal Audit and reporting to the AD INA.

3. Perform benchmarking in support of the Office of Internal Audit.

4. Assist the AD INA in the management of ad hoc audit staff, e.g. consultants.

DUTY 3 - 10%

5. Represent INA at Commissions and other Organisational activity as directed.

6. Perform other duties as required by the Office of Internal Audit and the AD INA.

QUALIFICATIONS, COMPETENCIES AND SKILLS

EDUCATION AND QUALIFICATION REQUIRED:

7. The post requires the following:

    a. Qualified Certified Internal Auditor (CIA) or;

    b. Qualification in Internal Audit Leadership (QIAL) or;

    c. Chartered Internal Auditor (CMIIA);

d. Three years' university (or other specialized higher education establishment) studies, resulting in a bachelors' degree in business administration, economics or other relevant discipline;

e. A Masters' degree in an appropriate subject will be an additional asset;

f. Additional qualifications in business intelligence or risk management are additional assets.

Experience Required:

8. At least three (3) years of professional experience in audit, in a private or public environment, involving research from open sources.

9. A working knowledge of international organisations and their operational environment.

Languages:

10. The post requires an excellent command of spoken and written English.

11. A working knowledge of French will be an additional asset.

12. The ability to work in any of INTERPOL's other two official languages (Spanish, Arabic) will be an additional asset.

Abilities Required:

1. Specific Skills

13. Proven ability to collate, categorise and analyse data from a variety of sources in support of the audit mission.

14. Proven ability to interview and obtain relevant information in support of the audit mission.

15. Proven judgement, initiative and interpersonal skills in dealing with sensitive issues.

16. Proven ability to work independently.

17. Proven capability in report drafting (in English) to a high level.

18. Proven command of MS Office (Word, Excel, PowerPoint).

19. Command of computer based analytical tools is an additional asset.

2. Specific Aptitudes

20. A high level of personal and professional integrity.

21. High emotional intelligence.

22. Personal and professional maturity.

SECURITY CLEARANCE LEVEL:

Enhanced

Post Description confirmed by: *(Director or higher)*	**Holder of post:** *(Noting the content of the Terms of Assignment)*
Family Name: Nom: **Forename:** Prénom: **Date:** Click here to enter date. **Signature:**	**Family Name:** Nom: **Forename:** Prénom: **Date:** Click here to enter date. **Signature:**