

TITLE: Internal Auditor		OAS-001
REPORTS TO LINE MANAGER: Director-General		
DIRECT EMPLOYMENT: REQUIRED		GRADE RANGE: P5 – P6
DATE WRITTEN: April, 2007	DATE REVISED:	DATE REVISED:

Purposes:

Reviews activities or functions within the ITER Organization, applies audit procedures and makes recommendations to the Director-General.

Major Duties/Responsibilities:

- Review activities or functions within the Organization at appropriate intervals to determine whether they are efficiently and effectively carried out (planning, organizing, directing, budgeting and controlling) in accordance with management instructions, policies and procedures, and make recommendations to the Director-General.
- Determine the adequacy and effectiveness of the controls encompassing the Organization's governance, operations and information systems.
- Review the reliability and integrity of financial information and the means used to identify measure, classify and report such information.
- Review the established systems to ensure compliance with those policies, plans, procedures, rules and regulations that could have a significant impact on operations and determine whether the ITER Organization is in compliance.
- Review the means of safeguarding assets and, as appropriate, verify the existence of such assets.
- Review the risk management system and information to verify the global costing of the project.
- Appraise the economy, efficiency and effectiveness with which resources are employed, identify opportunities to improve operating performance, and make recommendations if appropriate.
- Review operations and programmes to ascertain whether results are consistent with established objectives and goals.
- Provide follow-up to ensure that adequate corrective actions are taken.
- Coordinate activities with the External Auditors.
- Submit annual audit plans to the Director-General for review and approval.
- Report regularly to the Director-General on audit activities.
- Maintain a strong commitment to the implementation and perpetuation of ITER safety program, values and ethics.

Qualifications Required

- Education: University degree or equivalent in administrative and financial domains, or in technology and a recognised professional audit qualification. A dual qualification (business administration/technical would be an advantage).
- Work experience: at least 15 years experience in senior management functions.
- Ability to understand business/technical processes, to identify risks, and to develop and execute audit procedures.
- Ability to manage international accounting rules and procedures.
- Ability to communicate effectively with staff at all levels.
- Very good knowledge of information systems.
- Good command of English (knowledge of French would be an advantage).

Work Direction and Interfaces:

- Report to the Director-General.
- Interact on a daily basis with members of the ITER staff.

Authority/Approval Levels:

Has authority and approval levels defined by the Director-General for his/her scope of work.

Measures of Effectiveness:

- Provide efficient and high quality service to the Director-General and to management.
- Establish a good collaboration attitude with all members of the ITER staff.