

IO1229 Internal Auditor OAS-001

General information

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| Job category | Standard |
| Status | Published |
| Department | ODG/Office of the Director General |
| Division | Internal Audit Service |

Job description

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| Main job | Business Administration - Audit |
| Title of the position | Internal Auditor OAS-001 |
| Job family | Specific jobs |
| Grade | P6 |
| Direct employment | Required |
| Purpose | <p>To provide independent, objective assurance and consulting activity to add value and improve the ITER Organization's administration and operations;</p> <p>To bring a systematic and disciplined approach to evaluate and improve the effectiveness of organizational risk management, control and governance processes aiming to accomplish ITER Organization's objectives;</p> <p>To assist the ITER Organization's Director-General in the effective discharge of her/his responsibilities by furnishing her/him with objective analyses, appraisals, recommendations, counsel, and information concerning the activities reviewed.</p> |
| Main duties / Responsibilities | <p>Prepares at least annually a risk-based audit plan and resource estimate that are consistent with the Organization's goals, and have them approved by the Director-General and the Financial Audit Board;</p> <p>Assesses the adequacy of management systems for controlling, risk management, administration, budgetary and financial management and information technology governance, and reports the results of the consulting engagements;</p> <p>Follows-up on the implementation of the audit recommendations and ensures that improvements are made to reduce the residual risks to appropriate levels;</p> <p>Assesses the performance of organizational units to ascertain whether defined objectives have been achieved and whether those objectives were achieved efficiently;</p> <p>Assists in the formulation of appropriate anti-fraud policy, code of ethics and their implementation;</p> <p>Conducts special audit inspections and examinations at the request of the Director-General;</p> <p>Develops and establishes professional Internal Audit practices within the ITER Organization which are consistent with The Institute of Internal Auditors International Professional Practices Framework;</p> <p>Reports Advises directly to the Director-General on a routine basis, and after consultation with the Director General, to the Financial Audit Board on significant any internal audit matters relating to the internal audit, organizational risk management, controls and governance;</p> <p>Provides an official report at least annually to the Director-General and the Financial Audit Board concerning the internal audit programmes and activities;</p> <p>Supports the execution of the Strategic Management Plan and the Detailed Work Schedules defined by the Organization; executes and delivers work consistent with the allocated budget and contributes to the staffing of the Internal Audit Service;</p> <p>Performs other duties linked to the above purpose upon management request, as necessary;</p> <p>Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.</p> <p>Reports regularly to the Director-General and periodically to provides information to the Financial Audit Board;</p> <p>Interacts on a daily basis with ITER staff members.</p> <p>Provides efficient and high quality assurance and consulting services to the Director-General, the Financial Audit Board and to the management in general;</p> <p>Sets up annual audit plan;</p> |

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| Measures of effectiveness | <p>Provides reports and recommendations to improve ITER Organization's administration and operations;</p> <p>Answers to all Financial Audit Board requests after consultation with the Director-General;</p> <p>Responsible for adherence to technical standards;</p> <p>Establishes a positive and constructive relationship with all ITER staff members.</p> <p>SAP ID:5000656</p> <p>Project Construction Phase</p> |
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Applicant criteria

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| Level of study | At least Master's Degree or equivalent |
| Diploma | Business, Mgmt, Administrative, Financial or IT |
| Level of experience | At least 15 years |
| Technical experience | <p>Experience in audit and/or administrative management ;</p> <p>Working in business/technical processes, identifying risks, and developing and executing audit procedures;</p> <p>Working in application of international accounting and auditing standards and in creation/development of complex organizations with great risks.</p> |
| Project experience | 2 to 4 years |
| People management experience | 5 to 7 years |
| Social skills | Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit, Ability to communicate effectively |
| General skills | <p>Internationally recognized professional accounting or audit qualification, e.g. Certified Internal Auditor, Certified Public Accountant, Certified Fraud Examiner and Chartered Accountant, or equivalent experiences during long period;</p> <p>A dual qualification or experience (business administration/technical would be an advantage) is desirable.</p> <p>Ability to lead a team of experts in audit/administration;</p> <p>Ability to provide effective leadership;</p> <p>Ability to motivate and develop the team members' skills and experience.</p> |
| Languages | English (Working) |
| Specific skills | MS Office standard (Word, Excel, PowerPoint, Outlook), SAP |
| Free criteria | Very good knowledge of information systems and Audit Software, e.g. ACL. |