

## Job Title: Internal Audit Coordinator IO0017

Requisition ID **7201** - Posted - (France, 13067 St Paul Lez Durance Cedex) - **Business Operations - New Posting**

The ITER Organization brings together people from all over the world to be part of a thrilling human adventure in southern France—building the ITER Tokamak. We require the best people in every domain.

We offer challenging full-time assignments in a wide range of areas and encourage applications from candidates with all levels of experience, from recent graduates to experienced professionals. Applications from under-represented ITER Members and from female candidates are strongly encouraged as the ITER Organization supports diversity and gender equality in the workplace.

The ITER Organization (IO) is an Equal Opportunity organization committed to diversity and inclusiveness in the workplace.

As the IO attracts and retains people coming from a vast array of different backgrounds and cultures, bias and exclusion cannot be tolerated. The IO believes it is our diverse perspectives and backgrounds that gives unique strength and value to the ITER mission, regardless of race, member nation, gender, religion, status, sexual orientation, or disability - all are welcome and respected at ITER.

Our working environment is truly multi-cultural, with 29 different nationalities represented among staff. The ITER Organization Code of Conduct gives guidance in matters of professional ethics to all staff and serves as a reference for the public with regards to the standards of conduct that third parties are entitled to expect when dealing with the ITER Organization.

The south of France is blessed with a very privileged living environment and a mild and sunny climate. The ITER Project is based in Saint Paul-lez-Durance, located between the southern Alps and the Mediterranean Sea—an area offering every conceivable sporting, leisure, and cultural opportunity.

To see why ITER is a great place to work, please look at this [video](#)

**Application Deadline:** 31/01/2024

**Department:** Director-General

**Section:** Internal Audit Service

**Job Family:** Project Support

**Job Role:** Project Officer

**Job Grade:** P4

**Language Requirements:** Fluent in English (written & spoken)

**Contract Duration:** Up to 5 years

### **Purpose**

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In this role, as a member of the Internal Audit Service (IAS) team, you will play a central role in providing independent, objective assurance and consulting services to add value and improve the administration and operations of the ITER Organization.

You will help the ITER Organization accomplish its objectives by bringing a systematic, disciplined, and global approach to evaluate and improve the effectiveness of organizational risk management, control and governance.

You will perform the most complex and sensitive assignments and promote continuous improvement of operational excellence and best practices.

You will furnish objective analyses, appraisals, recommendations, counsel, and information concerning the activities reviewed.

### **Background**

Within the ITER Organization, the Director-General shall establish an “Internal Audit Service” which shall be under his authority. The Internal Audit Service shall report directly to the Director-General on a routine basis and shall report, after consultation with the Director-General, to the external Financial Audit Board (established to undertake the audit of the Annual Financial Report of the ITER Organization in accordance with Article 17 of the ITER Agreement <https://www.iter.org/legal/status>) on significant internal audit matters.

The Internal Audit Service is directly aligned and accountable to the Director-General and Project priorities. The IAS’ scope is defined in the Project Resource Management Regulations of the IO: audit, investigation, management services, and organizational performance evaluation.

### Key Duties, Scope, and Level of Accountability

- Designs, coordinates, and executes approved assurance and consulting engagements to assess the adequacy & effectiveness of management’s arrangements for control, risk management, administration, budgetary and financial management, and information technology governance, and to then report the results of the engagements;
- Provides guidance, monitoring and coaching to IAS staff, to ensure consistency in the implementation of procedures;
- Contributes to the establishment and maintenance of professional internal audit practices within the ITER Organization consistent with the International Professional Practices Framework of the Institute of Internal Auditors;
- Contributes to the IAS quality assurance and improvement program covering all aspects of the internal audit function;
- Monitors the implementation status of agreed actions by the relevant stakeholders, who are accountable to reduce the residual risks to appropriate levels;
- Provides regular and ad-hoc status reports on audit initiatives and activities;
- Assists in the formulation and update of anti-fraud policy, code of ethics;
- Conducts special audits, inspections and examinations at the request of the Director-General;
- Develops and maintains a continuous and fruitful dialogue with auditees, and other stakeholders or contributors/specialists to ensure the relevance of findings and the quality and feasibility of recommendations, and consults appropriately when actions have to be taken;
- Demonstrates and encourages a continuous improvement mind-set in the audit function; stays up to date with new and emerging trends;
- Provides official documents and reporting after conclusion of the audit, assurance and consulting engagements;
- May be requested to perform other duties in support of the project;
- May be required to work outside ITER Organization reference working hours, including nights, weekends and public holidays.

### Measure of Effectiveness

- Meets deadlines and delivers work that meets safety standards, quality, schedule and cost requirements;
- Contributes to the coordination of the annual audit plan within the defined quality, schedule, and cost;
- Provides efficient and high quality assurance and consulting services to the Director-General, the Financial Audit Board and to the management in general, within defined timelines;
- Monitors the follow-up and implementation of corrective actions within defined timelines;
- Establishes and maintains a positive and constructive relationship with all ITER staff members.

### Experience & Profile

- **Professional Experience:**
  - Minimum 10 years’ experience in internal audit services within complex international environments, projects or equivalent.
- **Education:**

- Masters' degree or equivalent in business administration, public administration, finance, or other relevant discipline;
- CIA (Certified Internal Auditor) certificate or other similar certificate for professional recognition of internal auditors such as CA, CPA or equivalent are required.
- The required education degree may be substituted by extensive professional experience involving similar work responsibilities and/or additional training certificates in relevant domains.
- **Language requirements:**
  - Fluent in English (written and spoken).
- **Technical competencies and demonstrated experience in:**
  - Analysis and risk management: analysis of business or technical processes to anticipate and adapt practices, identify risks, develop and execute audit procedures, and propose relevant solutions considering the environment and its constraints;
  - Project management: planning, measuring progress, managing risks and costs, and reporting on progress to manage programs or initiatives within the constraints of human and financial resources;
  - Designing or auditing complex business processes related to project management, or procurement, or contract management;
  - Audit case management and follow up, applying procedures within international environments: ensures execution of audit actions and decisions, adapting or updating practices as necessary;
  - Problem solving: assess problems, identify root causes, and reach practical solutions in a consistent way to achieve project objectives;
  - Quality Management: knowledge of product and/or management requirements for international quality standards, methods, and practices;
  - Interface management: identify, maintain, and / or resolve technical and functional interfaces to reach Project goals;
  - Application of international accounting standards such as IPSAS and auditing standards such as those of the Institute of Internal Auditors;
  - Proficiency working with ERP systems, particularly SAP;
  - Experience in similar roles and responsibilities in International Organizations, or Multi-National Corporations is considered advantageous.
- **IO Core Behavioral Competencies:**
  - Collaborate: Ability to facilitate dialogue and build productive and cooperative working relationships with hierarchy, partners, and stakeholders;
  - Communicate Effectively: Ability to adjust communication content and style to deliver messages to work effectively in a multi-cultural environment;
  - Drive results: Ability to persist in the face of challenges to meet deadlines with high standards;
  - Manage Complexity: Ability to analyze multiple and diverse sources of information to understand/define problems accurately before moving to proposals;
  - Instill trust: Ability to apply high standards of team mindset, trust, excellence, loyalty, integrity and ethics.
- **Additional Behavioral Competencies:**
  - Directs work: provides direction, delegating tasks and removing obstacles to move work forward handling sensitive information;
  - Ensures accountability: holds self and others accountable to meet commitments, promoting an environment of accountability across the organization, leveraging management systems to monitor organizational performance against goals.

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***The following important information shall apply to all jobs at ITER Organization:***

- May be requested to perform other duties in support of the project as defined by your line manager, and when relevant upon the request of the matrix manager;
- Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, and ITER Values (Trust; Integrity; Excellence; Team mind set; Diversity and Inclusiveness);
- ITER Core Technical Competencies (Knowledge of these competencies may be acquired through on-board training at basic understanding level for all ITER staff members) :

1) Nuclear Safety, Environment, Radioprotection and Pressured Equipment

2) Occupational Health, Safety & Security

3) Quality Control & Quality Assurance Processes

- Implements the technical control of the Protection Important Activities, as well as their propagation to the entire supply chain;
- May be requested to be part of any of the project/construction teams and to perform other duties in support of the project;
- Informs the IO Director-General or Department Head of any important and urgent issues that cannot be handled by line management and that may jeopardize the achievement of the Project's objectives;
- For staff expected to perform on-call, shift hours, or other work outside ITER Organization reference working hours, including nights, weekends, and public holidays, the possession of a driving license valid in France is required. No commuting vehicle will be provided by the ITER Organization.