

UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Duration: 12 months

Location: Paris, France

Organizational Unit: Internal Oversight Services

Supervisor: Carles Soriano, Head of Audit

DESCRIPTION OF THE TRAINEESHIP

UNESCO Internal Oversight Service (IOS) provides the Director-General with independent and evidence based advice on improvements needed in design, delivery and operations of UNESCO activities.

IOS conducts independent and objective internal audits designed to improve the effectiveness and efficiency of UNESCO operations, all while helping the Organization attain its objectives and results.

Under the authority of the Director of IOS and the supervision and guidance of the Head of Audit or his delegates (Principal Auditors), the trainee will assist in the following activities:

- planning and preparation for audits (initial risk assessment), such as an identification of relevant risks, review of office records and obtaining data/ information from databases, relevant HQ service/sectors/field office records, interviews of with key personnel, etc.
- Carrying out assigned audit segments as a team member, applying audit standards and methodology as set forth in the IOS Audit Manual, for review by the audit team leader.
- Ensuring that all work performed is in the audit software in accordance with IOS practices and templates.
- Preparing logistics and administrative support related to the audit work;
- Obtaining, extracting and analyzing data from UNESCO's Management Information Systems.
- Monitoring of audit recommendations; gathering required information on implementation status from client units and updating the information systems accordingly.
- Providing ad-hoc support as assigned, including preparation of analyses and presentations, delivered within established deadlines and quality standards

- Providing capacity building to HQ/ field staff members to enhance the capacity to understand and apply effective internal controls and improve awareness of established rules/ policies.

REQUIRED QUALIFICATIONS

Education: Master's Degree

Subjects: Finance, Business and Administration

Language skills: English and working knowledge of French

Competencies and skills:

Essential:

- a bachelor's degree in internal audit, IT audit, accounting, controlling or another relevant discipline;
- an interest in internal audit;
- an advanced command of English and intermediate level command of French;

Desired:

- a master's degree in internal audit, IT audit, accounting, controlling or another relevant discipline;
- knowledge of the International Professional Practices Framework of the Institute of Internal Auditors;
- An advanced command of French.

The trainee is curious and eager to learn, and want to develop his/her ability to analyze complex information. She/he is keen to collaborate with others, pursue team goals and learn from other people's diverse perspectives. She/ he strives to know and anticipate stakeholder needs, and will signal any need for change and propose alternative solutions.

LEARNING OBJECTIVES

- Obtain a clear insight into internal audit that will allow the trainee to take on a challenging role in Internal Audit.
- Develop strong knowledge of UNESCO's programme, structure and procedures.