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Director, Office of Internal Oversight (D-2)

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Post Level : D-2
 Vacancy Ref : E-OIO/DOIO/re-ad/F0027/D-2/42/01-19
 Branch :
 Division : Office of the Internal Oversight
 Date : 7 January 2019

Closing Date : 6 February 2019 (26 days left)

This fixed-term appointment is for duration of three years with a six-month probationary period, and is subject to the OPCW Staff Regulations and Interim Staff Rules, as applicable. The OPCW is a non-career organisation with limited staff tenure. The total length of service for Professional staff shall not exceed 7 years. The Director-General retains the discretion not to make any appointment to this vacancy, to make an appointment at a lower grade, or to make an appointment with a modified job description. Several vacancies may be filled.

Principal Functions

Under the direct supervision of the Director-General and in accordance with the OPCW Core Values of Integrity, Professionalism and Respect for Diversity/Gender Equality, the Director, Office of Internal Oversight performs the following duties:

To establish plans to carry out the responsibilities of the Office of Internal Oversight by:

- Developing an annual and medium-term plans;
- Setting-up the OIO's goals;
- Developing the audit work schedule;
- Preparing the OIO's plans on the base of the risk assessment process;
- Consulting management on the OIO's plans;
- Ensuring a periodic assessment of the OIO's annual plan to adjust it if needed;
- Submitting the OIO's plans to the DG for approval.

To supervise and evaluate the work of the auditors by:

- Providing suitable instructions to the auditors and GS staff members;
- Ascertaining that the approved audit assignment work plan and audit programme are executed;
- Reviewing audit working papers with a view of determining that they adequately support the audit findings;
- Reviewing and approving the audit reports with a view of ensuring that the Office of Internal Oversight procedures and policies are followed, and that the report meets quality standards in terms of accuracy, objectivity, logic and timing;
- Reviewing and approving the annual analytical and summary report submitted to the Conference of the States Parties through the Director-General and the Executive Council;
- Establishing and maintaining a quality assurance programme to assess the audit plans and assignments and an appraisal of the individual auditor's performance.

To manage the OIO's personnel and financial resources by:

- Acting as certifying officer for obligating documents and authorisation;
- Co-ordinating the work between the Internal Auditor, the Confidentiality Auditor and the Quality Assurance Manager;
- Signing all notes verbale/correspondence from the Office;
- Preparing programme for developing the technical competence of the auditors and GS staff through adequate professional training;
- Ensuring co-operation and co-ordination with the external auditor;
- Developing collaboration with oversight bodies of the United Nations System.

To ensure the monitoring of the implementation of audit recommendations by:

- Maintaining a recommendation tracking system which is used to monitor the implementation of audit recommendations;
- Following-up the implementation of corrective action by programme managers;
- Giving assistance to programme managers in implementing recommendations;
- Reporting semi-annually to the Director-General on the implementation status of the recommendations;
- Informing the Conference of the States Parties once a year on the status of implementation of the recommendations;
- Monitoring and follow-up of the recommendations of the External Auditor.

To develop policies and procedures to guide the audit staff by:

- Issuing administrative directives and information circulars on the OIO's procedures;
- Ensuring the implementation of the auditing standards of the Institute of Internal Auditors.

To support and advise management by:

- Providing comments to management about the draft administrative issuance and on their interpretation;
 - Providing advice to the Director-General and programme managers on the effective discharge of their responsibilities;
 - Assist in improving the protection of confidential information.
 - Attending meetings of the Management Board and relevant internal management committees.
- Perform other duties as required.

Requirements

Knowledge and Skills

Education (Qualifications):

Essential: Advanced university degree (Master's degree or equivalent degree) in Business/Public Administration, Law, Management, Economics, Social Sciences, International Security or Relations or a related field is required.

A first-level university degree in combination with additional two years of qualifying experience may be accepted in lieu of an advanced university degree.

Skills and Abilities (key competencies):

- Excellent and proven planning, organisational, coordination, negotiation and problem-solving skills;
- Strong analytical and conceptual skills in analysing and interpreting operational issues, formulating options, and proposing and implementing solutions;
- Effective leadership skills and be able to take responsibility of key organizational issues, including ability to think strategically and achieve results which are aligned with the larger picture of the organisation and its strategic goals;
- Excellent inter-personal and communication skills with demonstrated ability to apply tact and accuracy and to present information clearly and logically both in writing and verbally;
- Solid information technology skills including proficiency in Microsoft Office packages;
- Ability to ensure an effective work structure to maximise productivity and achieve Division goals;
- Ability to coordinate the work of others, work to tight deadlines and handle multiple concurrent conflicting activities assuring required results are achieved;
- Proven ability in establishing and maintaining effective working relationships with people of different national and cultural backgrounds;
- The ability to learn quickly and thoroughly while continually recognising and adapting to changing conditions is critical;
- Demonstrated understanding and exhibited behaviour of Knowledge Management leadership principles;
- Proven ability to generate a strategic plan that integrates numerous organisational issues, functions and resources for effective action;
- Creates partnerships and collaborative endeavours within the division or between divisions.

Experience

Experience:

Essential A minimum of 15 years of progressively responsible substantial experience in providing leadership, direction and advice on matters that relate to internal oversight disciplines, a substantial part of which should be at the senior level in the private or public sector or in international organisations.

Proven track record of excellent, leadership, representation and strong people management skills;

Demonstrated professional competence and success in organisational development and change management.

Languages

Fluency in English is essential and a good working knowledge of one of the other official languages (Arabic, Chinese, French, Russian, and Spanish) is desirable.

Total annual salary consists of a net annual salary (net of taxes and before medical insurance and provident fund deductions) in US\$ and a post adjustment. The post adjustment (cost of living allowance) is variable and

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| Annual Salary | \$108,189 |
| Post Adjustment | \$35,053 |
| Total Salary | \$143,242 |

subject to change without notice in accordance with the rates as set within the UN Common System for salaries and allowances. The figure quoted on the right, is based on the January 2019 rate of 32.4%.

Currency USD

CANDIDATES ARE ADVISED THAT ONLY APPLICATIONS SUBMITTED THROUGH OUR WEB-BASED RECRUITMENT SYSTEM WILL BE CONSIDERED. Only applications received before the closing date will be considered. Only applicants under serious consideration for a post will be contacted. Applications from qualified female candidates are strongly encouraged.