



**World Health Organization/Organización Mundial de la Salud
Pan American Sanitary Bureau/Oficina Sanitaria Panamericana**

POST DESCRIPTION

**Job Identification: CCOG 1.A.02.f
Job Profile: J2053**

**Duration of Post: Limited (7 years)
 Indefinite**

<i>Title</i>	<i>Category</i>	<i>Position Number</i>	<i>Grade</i>	<i>Duty Station</i>
Auditor General	PRFP	P18426	P-5	Washington, D.C.

OBJECTIVE OF THE OFFICE/DEPARTMENT

The objective of the Office of Internal Audit (OIA) is to provide an internal auditing service to the PASB. The Institute of Internal Auditors defines internal auditing as “an independent, objective assurance and consulting activity designed to add value and improve an organization’s operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to improve the effectiveness of risk management, control, and governance processes.” (Definition in force at July 2020). OIA delivers this service by performing internal audit assignments, providing ad-hoc advice to the Director of PASB and to management, and by participating in (as an observer) and providing advice to the PASB’s internal committees and working groups

ORGANIZATIONAL CONTEXT

The incumbent is an experienced manager who leads a team of professionals in implementing internal audit services for the purpose of providing assurance to the Director and Executive Management (EXM) on risk management, internal controls and governance within the Secretariat. The incumbent of this position manages the internal audit program in compliance with international auditing standards and PAHO’s Rules and Regulations. The Auditor General is selected by the Organization through a competitive selection process and reports directly to the Governing Bodies of PAHO, through its Executive Committee. The Auditor General serves a non-renewable term of up to seven (7) years, after which time the incumbent is ineligible for continued employment with PAHO.

SUMMARY OF RESPONSIBILITIES

Under the direct supervision of the Director, the incumbent is responsible for, but not necessarily limited to, the following duties:

- a) Develop, organize and direct an OIA long term strategy and a risk-based internal audit plan on an annual basis for PAHO and lead those audits and reviews that are complex and/or involve sensitive issues; establish and delegate execution of the annual work plan through accurate risk assessment; direct the development of high quality reports on audits and any reviews performed and present pragmatic recommendations and lessons learned; monitor the action taken on the recommendations, and review the adequacy and effectiveness of implementation;
- b) Assess the Organization’s risk management processes and procedures, recommending remedial action for lapses in effective risk management;
- c) Participate in PAHO’s Integrity and Conflict Management System (ICMS);
- d) Maintain the Organization’s capacity to safeguard its financial resources; proactively assess fraud risk and recommend preventive measures in high-risk areas;
- e) Ensure IES’s compliance with appropriate internal audit professional standards and codes of ethics;
- f) Attract, retain, and lead a cohesive team of internal audit professionals, who possess outstanding knowledge, experience, ethics and integrity;
- g) Provide leadership, guidance and monitoring of staff through setting of clear work objectives, timely and effective use of performance reviews and feedback mechanisms, regular communications, and solving interpersonal or technical conflicts; establish and support a learning environment, to include staff development in PAHO fundamentals, managerial competencies and technical expertise;
- h) Represent the Organization at various meetings within the UN common system, and with Member States and

- professional organizations; collaborate with other UN System agencies on oversight of programs of mutual interest;
- i) Submit a summary report at least annually to the Director and the Audit Committee with a copy to the External Auditor on IES's activities, including the orientation and scope of such activities;
 - j) Meet with the Audit Committee as required to provide information on audit activities including satisfying itself that the internal oversight function is adequate, effective and efficient;
 - k) Perform other related oversight and evaluation functions, as assigned.

KEY BEHAVIORAL COMPETENCIES

Overall attitude at work: Maintains integrity and takes a clear ethical approach and stance; demonstrates commitment to the Organization's mandate and promotes the values of the Organization in daily work and behavior; is accountable for work carried out in line with own role and responsibilities; is respectful towards, and trusted by, colleagues and counterparts.

Respecting and valuing individual differences: Treats everyone with dignity and respect, fostering positive relationships with everyone. Reflects on personal behavior to avoid stereotypes and considers situations from the perspective of others.

Teamwork: Advocates for collaboration across the Organization - Creates and encourages a climate of team-working and collaboration across the Organization; sees cooperation as a key Organizational priority and creates collaborative systems and processes to achieve Organizational goals. Actively identifies and tackles disagreements between internal and external counterparts that compromise the Organization's goals and mandate; diplomatically facilitates the resolution of conflicts between others and ensures strategic partnerships with a range of key stakeholders; maintains and extends an effective collaborative network of individuals inside and outside the Organization.

Communication: Share knowledge - Articulates the Organization's strategic objectives when formulating and delivering information and presentations and adapts presentation methodology to address the needs of different audiences. Shares decisions and directives of senior management and communicates them in a manner that ensures both understanding and acceptance; shares knowledge and best practice at the three Organizational levels (country, regional and global), as necessary.

Creating an empowering and motivating environment: Provide direction/Support, motivate and empower others - Oversees and provides teams and departments with clear managerial directions which are translated from Organizational strategy. Builds a performance culture in the Organization; contributes to setting Organizational performance goals and standards; monitors Organizational performance against milestones and strategic goals; identifies and nurtures talent as appropriate. Promotes autonomy and empowerment throughout the Organization; inspires enthusiasm and a positive attitude in people towards their work and contribution to the Organization's success.

Ensuring effective use of resources: Strategic and set clear objectives/Monitor progress and use resources well - Sets specific, measurable, attainable, realistic and timely objectives for own team and/or the Organization; systematically analyses and anticipates priority projects for own team and allocates necessary resources to achieve them; identifies the cross-Organizational resources needed for large- scale projects in line with key Organizational objectives. Anticipates foreseeable changes and adapts own and team's projects in the face of unforeseen circumstances and/ or challenges; creates measures and criteria to monitor progress of overall projects against key Organizational objectives; creates cost-effective solutions for the Organization.

Driving the Organization to a successful future: Constructive leadership style/ Set the vision and build commitment - Leads and develops a road map for successfully achieving real progress in the Organization's mandate, including consultation with key stakeholders; demonstrates respectful, trustworthy, transparent and accountable behavior in order to develop a reliable and coherent identity for the Organization. Creates a coherent Organizational vision of shared and successful goals; fosters a culture of vision and long- term goals, recognizing and rewarding efforts to maximize the Organization's value.

TECHNICAL EXPERTISE

- Thorough knowledge of auditing practices, procedures and principles and their application; broad knowledge of operational, administrative, managerial and financial matters.
- Strong management/leadership skills, including the ability to motivate a professional workforce in the context of a public sector organization with increasing service expectations.
- Thorough knowledge of strategic, business and financial planning processes in international organizations,

- including technical knowledge to recommend and defend auditing strategies, practices and policies.
- Thorough understanding and familiarity with the concept and practice of self-auditing institutions, as in the Committee of Sponsoring Organizations of the Treadway Commission (COSO) framework and control self-assessment approach for the review of reliable financial reporting, operational efficiency, effectiveness and compliance.
 - Strong professional oral and writing skills, including the development of reports, oral presentations, and technical/persuasive documents for consideration at the highest levels of the Organization.
 - Ability to work effectively with other PAHO offices and departments and understand the operational and cultural issues relevant to the achievement of superior operations within their areas.
 - Knowledge of the risks and vulnerabilities associated with organizational information systems.

EDUCATION

Essential: A bachelor's and a master's degree from a recognized university in public or business administration, auditing, finance or any other area related to the functions of the post, plus professional certification from an internationally recognized oversight body, such as Certified Internal Auditor (CIA); Certified Public Accountant (CPA); Chartered Accountant (CA); Certified Fraud Examiner (CFE).

EXPERIENCE

Essential: Thirteen years of combined national and international professional experience in managing an oversight function with at least five years of supervisory experience.

LANGUAGES

Fluency in English. Knowledge of Spanish would be an asset.

IT SKILLS

Demonstrated ability to effectively use current technology and software, as well as Enterprise Resource Planning (ERP). Other IT skills and knowledge of software programs such as Microsoft Excel, Outlook, OneDrive, PowerPoint, Teams, SharePoint, and Word are considered essential.