

Role Description – Temporary Assignment

AUDITOR 100%

(STARTING ASAP – FOR 5-6 MONTHS WITH POSSIBLE EXTENSION)

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1. The Global Fund

« The Global Fund is a partnership designed to accelerate the end of AIDS, tuberculosis and malaria as epidemics. As an international organization, the Global Fund mobilizes and invests more than US\$4 billion a year to support programs run by local experts in more than 100 countries. In partnership with governments, civil society, technical agencies, the private sector and people affected by the diseases, we are challenging barriers and embracing innovation.

Behind the Global Fund's extraordinary record of impact against AIDS, tuberculosis and malaria are our people. Global Fund staff work with governments, communities and civil society, technical agencies, the private sector and people affected by the diseases to bring the world closer to ending the epidemics, saving millions more lives. Global Fund staff are instrumental in uniting the fight against these three diseases.

We are diverse and engaged, skilled and experienced, motivated and inspiring, creative and agile. From human rights to human resources, grant management to facilities management, we work every day within the unique partnership to confront global health threats, equip countries on the front lines, protect vulnerable people across the world, and save lives. »

More information about The Global Fund on www.theglobalfund.org

2. Rôle description

Introduction

Led by the Inspector General, the mission of the Office of the Inspector General (OIG) is to provide the Global Fund with independent and objective assurance over the design and effectiveness of controls in place to manage the key risks impacting the Global Fund's programs and operations. As part of its annual workplan, the OIG conducts around 12 audits of the health programs it supports in various countries per year, other advisories and internal strategic/operations audits, and need to complement its team with temporary resources to achieve its workplan

Background

There are currently several vacancies in the audit unit. At the same time, the audit workplan is under way and the OIG needs to quickly identify temporary resources to back-fill the positions while the recruitment process for the positions is being finalized.

Scope/ Objective

The Auditor is an experienced professional who will be part of an audit team comprising experienced professionals in the Audit Unit of the OIG. They may also lead smaller engagements.

Tasks/ Deliverables

Under the general supervision of the Audit Manager and while working on specific engagements under the supervision of the Lead Auditor, the Auditor will:

- Lead or function as a team member to plan and implement audits and advisory reviews at the Global Fund Secretariat and in implementing countries in accordance with IIA Standards; Including:
- Prepare or support the preparation of audit risk assessments to define the scope and objectives of audit and advisory engagements
- Prepare working papers for review by the lead auditor or audit manager and ensure audit procedures are evidenced and documented in line with IIA standards o Review working papers prepared by assisting auditors or external consultants for subsequent review by the lead auditor or audit manager
- Lead or support the management of external consultants when required on audits and advisory reviews;
- Identify potential risk areas and internal control weaknesses in the course of audits;
- Lead or support the process to debrief key stakeholders on key audit and advisory findings;
- Draft portions of the audit reports for assignment or portion of assignment;
- Monitor actions taken by management in response to audit work and reviews, ensuring effective follow up;
- Take initiative in identifying appropriate audit tools, best practices, and identify/perform tasks aimed at ensuring that the audit/assignments are conducted in accordance with IIA and/or ISSAI standards;
- Support the training and induction of staff and consultants.

Deliverables:

- Adhere to agreed objectives on each engagement
- Perform on the tasks allocated during every engagement
- Document the audit findings through quality working papers
- Engage in a professional manner with different stakeholders during every audit
- Support the lead auditor to deliver the audit within the Stakeholder Engagement Model timeline and within budget
- Write quality audit report sections allocated assigned by lead auditor
- Timely follow up on the Agreed Management Actions

3. Candidate profile

Qualifications

Essential:

University degree or equivalent in Accounting/Business Administration, Economics or related fields.

Desirable

Internal audit certification and/or certification from an internationally recognized accountancy body.

Experience

Essential:

Experience in audit or a related area such as finance, accounting, business administration/analysis, program/project evaluation and monitoring; and

Experience working with multiple sectors, such as international organizations, governments, civil society and the private sector.

Desirable:

Over five years' experience in audit or a related area such as finance, accounting, business administration/analysis, program/project evaluation and monitoring;

Experience conducting audits in developing countries;

Experience in international development; and Experience and knowledge related to public health, AIDS, tuberculosis and malaria

Languages:

An excellent knowledge of English is essential.

A good working knowledge of French is preferred and knowledge of other languages would be an asset.

4. Application

Referring to the exact name of the above mentioned position, please send your CV, motivation letter, reference letters, work certificates, diplomas or any other relevant document in electronic format to: cv.tgf@procadres.com

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