



unrwa  
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UNITED NATIONS RELIEF AND WORKS AGENCY  
FOR PALESTINE REFUGEES IN THE NEAR EAST  
UNRWA



## Vacancy Announcement

### Senior Auditor, P-4 (re-advertised) HQ Amman, Jordan

<b>Deadline for Applications</b>	8 July 2019 (24 June 2019 for internal applicants)
<b>Duration</b>	2 years, with the possibility of further extension
<b>Vacancy Announcement Number</b>	19-HQ-AM-32

**UNRWA encourages applications from qualified women and welcomes applications from qualified candidates with disabilities.**

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UNRWA, the largest United Nations operation in the Middle East with over 30,000 staff working across five areas of operation, is looking for professionals like you.

#### **UNRWA's strategic objectives**

UNRWA is funded almost entirely by voluntary contributions from UN member states, regional bodies, business foundations and individual contributions. The mission of UNRWA is to help Palestine refugees achieve their full potential in human development under the difficult circumstances in which they live. In line with this mission, the Agency works towards five strategic outcomes: (a) Palestine refugee rights under international law are protected and promoted; (b) Palestine refugee health is protected and disease burden is reduced; (c) school-age children complete quality, equitable and inclusive basic education; (d) Palestine refugee capabilities are strengthened for increased livelihood opportunities; and (e) Palestine refugees are able to meet their basic human needs of food, shelter and environmental health.

#### **Do you want to make a lasting difference?**

If you are looking for a rewarding opportunity to make a tangible difference for one of the most vulnerable communities in the world, UNRWA would like to hear from you. In this role, you will assist the Chief, Audit Division in carrying out the internal audit function of the Agency.

**The main responsibilities include:**

- Conducting audits and inspections of UNRWA's processes at Field and HQ locations, and reporting according to international audit standards and Department of Internal Oversight Services (DIOS) practices and procedures; submitting draft reports to Chief, Audit Division (CAD);
- Following up on actions taken by management on recommendations issued in DIOS audit reports; monitoring and assesses the status of implementation of auditee actions taken; preparing correspondences for CAD auditee distribution;
- Performing quality reviews of other audit work papers and reports, for accuracy, methodology used, soundness of conclusions, and adherence to international audit standards and DIOS practices and procedures;
- Assisting CAD in the development and monitoring of internal audit work tools and practices, and in the preparation of annual planning and reporting documents.

### Conditions of service

UNRWA offers an attractive compensation package including annual salary starting at **\$71,332** net tax free with post adjustment of **48%** (subject to change without notice). All UNRWA duty stations (with the exception of Gaza and Syria) are family duty stations. Other benefits, subject to eligibility, include:

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| ✓ Dependency allowances                  | ✓ Pension fund entitlements under the UN Joint Staff Pension Fund |
| ✓ Rental subsidy                         | ✓ International health insurance; optional life insurance         |
| ✓ Education grant for children           | ✓ Disability protection   |
| ✓ Home leave travel                      |   |
| ✓ 6 weeks (30 working days) annual leave |   |

### Additional information

The incumbent will be required to travel frequently and extensively in the Agency's area of operations in the Middle East.

### To qualify for this position, you will need:

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| <b>Education</b>       | An advanced university degree (Master's or equivalent) from an accredited educational institution in accountancy, business administration or other discipline related to the main functions of the post; a first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of an advanced university degree; Certification of a professional body of auditors such as Institute of Internal Auditors, Information Systems Audit and Control Association, or the Institute of Chartered or Certified Public Accountants or equivalent. |
| <b>Work experience</b> | At least eight years of progressively responsible professional experience in operational and management auditing in a large government, non-profit organizations, and/or private sector, including at least two years of professional experience at international level outside one's home country; experience in modern audit techniques- including computer aided audit tools.  |
| <b>Language(s)</b>     | Fluency in written and spoken English.  |

### Desirable qualifications:

- Fluency in written and spoken Arabic;
- Experience conducting IT audits and knowledge auditing in a SAP environment;
- Working knowledge of UN financial rules, regulations and procedures;
- Good knowledge of the conditions prevailing in the Agency's area of operations with the ability to appraise and evaluate the implications of economic, political, cultural and historical variables in those regions.

### You will also need to demonstrate the following competencies:

- Excellent communication skills in spoken and written English, including ability to draft / edit audit reports;
- Ability to deal effectively with both executive and functional management;
- Ability to work independently and as part of a team on audit tasks with little supervision;
- Ability to lead a team, manage its output and provide advice as required;
- Ability to establish and maintain effective partnerships and working relations in a multi-

- cultural, multi-ethnic environment with sensitivity and respect for diversity, including gender balance;
- Strong analytical skills, good judgement and team leadership.

For guidance on how to prepare for competency-based interviews:

<https://careers.un.org/lbw/home.aspx?viewtype=AYI>

### **Who we are**

For almost 70 years, the United Nations Relief and Works Agency for Palestine (UNRWA) has been working on the ground in five fields of operations in Jordan, Lebanon, Syria, West Bank and the Gaza Strip providing direct assistance and protection for some 5 million Palestine refugees in the Middle East. UNRWA is mandated by the UN General Assembly to provide this assistance and its mission is to help Palestine refugees achieve their full potential in human development until there is a just and lasting solution for their plight. UNRWA restores safety, dignity and hope to millions who have been uprooted by conflict with services encompassing education, health care, relief and social services, camp infrastructure and improvement, microfinance and emergency assistance.

**For more details on UNRWA, please visit:** <https://www.unrwa.org/>

### **How to apply**

To start the application process, applicants are required to register at <http://jobs.unrwa.org> by creating a personal profile and completing UNRWA Personal History Form. Only applications received through <http://jobs.unrwa.org> will be considered. Due to the large number of applications received for UNRWA vacancies, only applicants short-listed for interview will be contacted. **The United Nations does not charge fees at any stage of the recruitment process. The United Nations does not concern itself with information related to bank accounts.**

### **General information**

UNRWA staff are expected to uphold the highest standards of integrity, neutrality and impartiality at all times. This includes respect for and commitment to human rights, diversity, and non-violent means of dealing with all kinds of conflict. Only persons who fully and unconditionally commit to these values should consider applying for UNRWA jobs. UNRWA is a non-smoking work environment.

The Agency reserves the right not to make an appointment, to make an appointment at a lower grade, or to make an appointment with a modified job description.

Date of issue: 11 June 2019/CX