

ANNEX I

WIPO



VACANCY ANNOUNCEMENT No. D1787

WORLD INTELLECTUAL PROPERTY ORGANIZATION

GENEVA

SPECIAL CATEGORYCLOSING DATE FOR RECEIPT OF APPLICATIONS: **February 10, 2006**

<i>Position title:</i>	<i>Level (Grade)</i>	<i>CCOG</i>	<i>Duty Station</i>	<i>Date for entry on duty</i>	<i>Duration of appointment</i>
Director	D.1	X890 1.A.21	Geneva	As soon as possible after closing date	Four years

Organizational unit: **Internal Audit and Oversight Division****Principal duties**

The Director of Internal Audit (hereinafter referred to as “the Internal Auditor”) contributes to the efficient management of the Organization and the accountability of the Director General to the Member States. As Director of the Internal Audit and Oversight Division (IAOD), he/she is responsible for providing leadership, direction and administrative management for the functional areas of IAOD, namely internal audit, investigation, inspection and evaluation.

The Internal Auditor is responsible to the Director General and is part of the WIPO senior staff. He/she enjoys operational independence in the conduct of his/her duties and has the authority to initiate, carry out and report on any action, which he/she considers necessary to fulfil his/her mandate.

The Internal Auditor shall be responsible to ensure cost-effective control, and identify means for improving efficiency, economy and rationalization of internal procedures and use of resources, as well as to ensure compliance with WIPO’s Rules and Regulations, relevant General Assembly decisions, applicable accounting standards, the Standards of Conduct of the International Civil Service as well as best practices.

As Director of IAOD he/she shall be responsible for providing leadership and direction for the undertaking of management audits, performance audits, financial audits, compliance audits, value-for-money audits, inspections and investigations. In this connection, he/she shall be responsible to:

- Establish long-and short-term flexible audit plans, in coordination with the External Auditor, using risk-based methodology, to include any risks or control issues identified.
- Prepare, publish, disseminate and maintain an internal audit manual, which shall include the terms of reference of the Internal Audit function and a compilation of audit procedures.
- Establish and maintain follow-up systems to determine whether effective action has been taken, following the Internal Auditor’s recommendations, within a reasonable time, and periodically report on situations where adequate, timely corrective action has not been implemented.
- Liaise and coordinate with the External Auditor and monitor the follow-up of their recommendations.
- Liaise and cooperate with the Internal Audit services and, more generally, the Oversight services of other Organizations within the United Nations system and of multilateral financial institutions, and represent WIPO in relevant inter-agency meetings.
- Develop and maintain a quality assurance/improvement program covering all aspects of Internal Audit, including periodic internal and external review and ongoing self-assessment, such as tracking time taken to produce reports.

In this connection, he/she shall also be responsible to:

- Review and appraise the reliability, effectiveness and integrity of the Organization’s internal control mechanisms.
- Review and appraise the adequacy of organizational structures, systems and processes to ensure that the results are consistent with the objectives established.
- Review and appraise systems aimed at ensuring compliance by WIPO staff with WIPO’s Rules, Regulations and established internal policies.
- Review and appraise the effective, efficient and economical use, and the safeguarding of human, financial and material resources of the Organization.
- Determine the extent to which assets are accounted for and safeguarded from loss.
- Identify and evaluate significant exposure of the Organization to risk and contribute to the improvement of risk management.

This vacancy is open to applicants of either sex. **Applications from qualified women candidates are encouraged.** The conditions governing employment are defined in the Staff Regulations and Staff Rules of WIPO. They follow generally those of the United Nations common system, and include tax-free salary and allowances, five-day week, annual leave of 30 working days, participation in pension scheme and medical benefit scheme. WIPO staff members may be assigned to any activity or office of the Organization.

Principal duties (cont.)

- Formulate policies and guidelines for investigative activities, including the development of relevant whistle-blowing policies and procedures; and undertake, when required, any investigation pertaining to cases of alleged wrongdoing, malfeasance or abuse of authority falling within the mandate of the Internal Auditor.
- Undertake *ad hoc* inspections to identify vulnerable areas and malfunctions.
- Ensure completeness, timeliness, objectivity and accuracy in the reporting of internal audits, investigations and inspections.
- Provide support services to the WIPO Audit Committee, including attending meetings, if required, at the invitation of the Audit Committee.

He/she shall also be responsible to provide leadership and direction for the evaluation function of the Organization, through the establishment of formal, consistent and adequate guidelines and standards for evaluation and the development of WIPO evaluation policies, as well as through the establishment and implementation of evaluation plans.

Qualifications required

- University degree, and higher-level qualifications in auditing or a related field; certification as a Certified Internal Auditor would be a desirable qualification.
- Demonstrated high competence in auditing, evaluation, investigation and inspection; Knowledge of risk analysis/assessment techniques would be an asset.
- At least 15 years of senior level experience in auditing at private or public sector level, or in related areas.
- Ability to see the broad implication of events; to identify and tackle potentially sensitive and critical issues; to skillfully manage potentially contentious interactions and to work under pressure.
- High sense of integrity and strong leadership skills.
- Excellent interpersonal and analytical ability; high level of oral and written communication skills.
- Excellent knowledge of English or French, and a good knowledge of the other language. Knowledge of other official UN languages would be an asset.

Duration of the appointment

The Director of Internal Audit will be appointed for a fixed term of four years, renewable for an additional term of four years. He/she would not be eligible for any further employment at WIPO.

Nationality: other qualifications being equal, preference is given to candidates who are nationals of one of the Member States of WIPO and the candidates from regions of the world from which the number of WIPO staff is insufficient.

Age limit: less than age 55 at the date on which the appointment takes effect.

Medical examination: initial appointment is subject to a satisfactory medical examination.

The position is graded at level D.1 and carries at that level net base salary per annum from US\$ 90,431 to US\$ 103,892 (with dependants) or from US\$ 83,587 to US\$ 95,194 (without dependants). Appointments from outside the United Nations common system are normally at step 1 of the grade. Salary increments are subject to satisfactory service. Post adjustment, which is subject to change without notice, on initial salary step is, per annum: US\$ 53,354 (with dependants) or US\$ 49,316 (without dependants). Salaries and allowances are paid in Swiss francs at the official rate of exchange of the United Nations. The Organization reserves the right to make an appointment at a grade lower than that advertised.

Applications: If you wish to apply, you can download the application form from our website address, as indicated below. If you do not have Internet access, you should write to the Engagements Section for an application form. Before submitting an application form, please read carefully the **Guidelines for Applicants**.

A separate copy of the application form should be submitted for each competition. In all correspondence, **please quote the vacancy announcement number**, indicated above.

Application forms, duly completed and accompanied by a signed passport-size photograph, must reach WIPO by the closing date, as indicated above.

Address: Please address your application to the Engagements Section, WIPO, 34, chemin des Colombettes, 1211 Geneva 20, Switzerland;

Tel.: (41.22) 338.91.11; **Fax:** (41.22) 338.98.20; **e-mail:** staffengagements@wipo.int; **Internet:** <http://www.wipo.int>

Date of issue of the vacancy announcement: December 16, 2005

[Annex II follows]