

# IO1945 Internal Auditor - IAS-001

## General information

Job category	Standard
Status	Published
Department	DG / Director-General

## Job description

Main job	Business Administration - Audit
Title of the position	Internal Auditor - IAS-001
Job family	Specific jobs
Grade	P6
Direct employment	Required
Purpose	<p>The Internal Auditor shall provide independent, objective assurance and consulting activity to add value and improve the ITER Organization's administration and operations. S/he shall help the ITER Organization accomplish its objectives by bringing a systematic, disciplined and global approach to evaluate and improve the effectiveness of organizational risk management, control and governance. The Internal Auditor shall assist the ITER Organization's Director-General in the effective discharge of her/his responsibilities by furnishing her/him with objective analyses, appraisals, recommendations, counsel, and information concerning the activities reviewed.</p>
Main duties / Responsibilities	<ul style="list-style-type: none"><li>-Prepares at least annually a risk-based audit plan and resource estimate that are consistent with the Organization's goals, and have them submitted/approved by the Director-General and the Financial Audit Board;</li><li>-Plans, organizes and executes approved assurance and consulting engagements to assess the adequacy &amp; effectiveness of management systems for controlling, risk management, administration, budgetary and financial management and information technology governance, and to then report the results of the engagements;</li><li>-Follows-up on the implementation of the audit recommendations with timely updates of the status and ensures that improvements are made to reduce the residual risks to appropriate levels;</li><li>-Assesses the performance of organizational units to ascertain whether defined objectives have been achieved and whether those objectives were achieved efficiently;</li><li>-Assists in the formulation of appropriate anti-fraud policy, code of ethics and their implementation;</li><li>-Conducts special audit inspections and examinations at the request of the Director-General;</li><li>-Develops and establishes professional Internal Audit practices within the ITER Organization which are consistent with The Institute of Internal Auditors International Professional Practices Framework;</li><li>-Advises the Director-General and the Financial Audit Board on any matters relating to the Internal Audit, organizational risk management, controls and governance;</li><li>-Provides an official written report to the Director-General after conclusion of the Audit, assurance and consulting engagements;</li><li>-Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.</li><li>-Reports regularly to the Director-General and periodically to the Financial Audit Board as per the Audit Charter;</li><li>-Interacts on a daily basis with ITER staff members.</li></ul>
Measures of effectiveness	<ul style="list-style-type: none"><li>-Develops and manage the annual audit plan within the defined quality and schedule;</li><li>-Provides efficient and high quality assurance and consulting services to the Director-General, the Financial Audit Board and to the management in general;</li><li>-Monitors efficiently the follow-up of corrective actions;</li><li>-Establishes a positive and constructive relationship with all ITER staff members.</li></ul>
	Project Construction Phase

## Applicant criteria

Level of study	At least Master's Degree or equivalent
Level of experience	At least 15 years
Technical experience/knowledge	<ul style="list-style-type: none"> <li>-At least Master's degree or equivalent in business, management, administrative, financial, or IT-related field;</li> <li>-A dual qualification (business administration/ with engineering/ technical would be an advantage) is desirable.</li> </ul>
Social skills	<p>Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit</p> <ul style="list-style-type: none"> <li>-Internationally recognized professional audit qualification, CIA, CISA is required; along with accounting qualifications such as CA, and CPA or equivalent is required.</li> </ul>
General skills	<ul style="list-style-type: none"> <li>-At least 15 years' experience in auditing;</li> <li>-Good experience in analyzing business/technical processes, to identify risks, and to develop and execute audit procedures;</li> <li>-Extensive experience in similar jobs (involving similar work responsibilities) and/or additional training certificates in relevant domains may be considered a reasonable substitute for the required educational degree;</li> <li>-Ability to apply international accounting standards IPSAS and auditing standards such as those of IIA;</li> <li>-Experience in similar roles and responsibilities in International Organizations, or Multi-National Corporation is a plus.</li> </ul>
Languages	English (Fluent)
Specific skills	<p>MS Office standard (Word, Excel, PowerPoint, Outlook), SAP</p> <ul style="list-style-type: none"> <li>-Ability to promote transparency and high visibility of shared contributions to goals;</li> <li>-Ability to adjust communication content and style to deliver messages to diverse audiences;</li> <li>-Ability to analyze multiple and diverse sources of information to define problems accurately;</li> <li>-Ability to model high standards of diversity, trust, excellence, team mindset, integrity and loyalty.</li> </ul>
Others	<ul style="list-style-type: none"> <li>-Proficiency of in working with ERP systems, particularly SAP ;</li> <li>-Fluent in English (written and spoken).</li> <li>-Knowledge of French would be an advantage.</li> </ul>