



VACANCY NOTICE PU/TS/07-22

The International Centre for Genetic Engineering and Biotechnology (ICGEB) is an international, organization conceived as a Centre of Excellence for research, training and technology transfer to industry in the field of biotechnology, with the aim of promoting sustainable global development. The Centre conducts innovative research in Life Sciences and strengthens the research capability of its Member States through training, funding programs and advisory services. Located in Trieste (Italy), New Delhi (India), and Cape Town (South Africa), and in collaboration with over 40 Affiliated Centres worldwide, the three ICGEB Components provide a scientific and educational environment of the highest international standards. Further information is available at <http://www.icgeb.org/home.html>

The ICGEB invites applications for the position of Internal Auditor on Special Service Agreement (SSA)

POSITION TITLE: Internal Auditor

DUTY STATION: Remote – with travel to the ICGEB Components of Trieste, New Delhi and Cape Town, as required.

DATE REQUIRED: 1 May 2023

TYPE OF CONTRACT: Special Service Agreement (SSA)

DURATION: Initial period of three months over a 12-months period, with the possibility of further extensions, subject to satisfactory performance.

LEVEL: Competitive remuneration, commensurate with experience and the responsibilities of the position.

TERMS AND CONDITIONS: In addition to the remuneration, the costs of travel, not exceeding United Nations standards, between his/her base and Trieste, New Delhi and Cape Town including the Daily Subsistence Allowance (DSA) at current UN rates will be borne by ICGEB.

DUTIES: Reporting to the Director-General, in line with the ICGEB Charter of the Office of the Internal Auditor, establishing the mission, authority and responsibility conferred by the Director-General on the Internal Auditor, he/she will be responsible for:

- Developing a multiannual audit plan for the ICGEB;
- Efficiently planning and undertaking risk-based financial, operational and compliance internal audits and advisory assignments, in accordance with internal procedures and auditing standards;

- Developing a clear understanding on the internal processes of the three Components of ICGEB;
- Drafting audit observations, reporting internal audit findings to management based on the results of the audits, and performing non-scheduled audits;
- Performing the regular assessment of the internal control systems and contributing to risk management, to address shortcomings identified, strengthen internal controls and improve business processes; proposing remedial measures;
- Documenting, managing and monitoring processes for improving internal controls, registering of exceptions and the internal control deficiencies and contributing to improvements;
- Reviewing and ensuring compliance with ICGEB's rules and procedures, policies and guidelines, providing training and coaching sessions regarding internal control, and raising awareness on internal control;
- Advising ICGEB's Management on internal controls and the measurement of the organization's performance to continuously improve efficiency and effectiveness;
- Conducting investigations of any irregularities, misconduct or other inappropriate behaviour as required;
- Performing other related duties as requested by the Director-General.

QUALIFICATIONS: Master's Degree or International Equivalent, preferably in Accounting, Finance, or Business Administration; Advanced Degree or certification as a Certified Public Accountant (CPA), Certified Management Accountant (CMA), Certified Internal Auditor (CIA), Certified Fraud Examiner (CFE), or equivalent.

COMPETENCIES: Fully experienced in using the general principles and processes involved in conducting Internal Audits, a thorough knowledge of IPSAS; experienced with automated financial reporting, and ERP systems; able to conduct research and retrieve materials from various sources; able to maintain accurate records, process a wide variety of data; having a comprehensive knowledge of the United Nations, European Union or other International Organizations' financial rules and regulations, including the ability to apply relevant procedures in the audit area; able to draft clear, concise reports in English, for senior Management.

LANGUAGES: Fluency in English spoken and written is essential.

APPLICATION DEADLINE: 7 October 2022

Candidates should submit their full CV by completing the ICGEB's Personal History Form available online at <https://www.icgeb.org/about-us/work-with-us/>, together with a cover letter outlining motivation for application and full contact details of three referees.

ICGEB is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of their race, gender, disability, religion/belief, sexual orientation or age.

Applications should be addressed via email to HR & Personnel Unit, recruitment.ts@icgeb.org, quoting reference **PU/TS/07-22**.