

# Manager, Out/Co-source Internal Audit Services, P4, TA (364 days), Office of Internal Audit and Investigations (OIAI), #00129074 (Remote-Home Based)

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**Job no:** 578093

**Contract type:** Temporary Appointment

**Duty Station:** Nairobi

**Level:** P-4

**Location:** United States, Belgium, Denmark, France, Hungary, Italy, Japan, Republic of Korea, Switzerland, United Kingdom, Germany, Spain, Sweden, Angola, Botswana, Burundi, Comoros, Eritrea, Ethiopia, Kenya, Lesotho, Madagascar, Malawi, Mozambique, Namibia, Rwanda, Somalia, South Africa, South Sudan, Eswatini (formerly Swaziland), United Republic of Tanzania, Uganda, Zambia, Zimbabwe, Mauritius, Seychelles, Albania, Armenia, Kazakhstan, Kyrgyzstan, Tajikistan, Türkiye, Turkmenistan, Uzbekistan, Azerbaijan, Belarus, Bosnia & Herzegovina, Bulgaria, Croatia, Georgia, North Macedonia, Montenegro, Republic of Moldova, Romania, Serbia, Ukraine, Greece, Kosovo, Austria, Slovenia, Andorra, Canada, Czech Republic, Estonia, Finland, Iceland, Ireland, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Monaco, Netherlands, Netherlands Antilles, Norway, Poland, Portugal, Russian Federation, San Marino, Slovakia, Vatican City, Yugoslavia, Egypt, Algeria, Morocco, Djibouti, Iran, Iraq, Jordan, Lebanon, Libya, Oman, State of Palestine (SoP), Sudan, Syrian Arab Republic, Tunisia, Yemen, Gulf Area Office (GAO), Saudi Arabia, Utd.Arab.Emir., Cyprus, Israel, Kuwait, Qatar, Chad, Gabon, Liberia, Benin, Burkina Faso, Central African Republic, Congo, Cote d'Ivoire, Democratic Republic of Congo, Equatorial Guinea, Gambia, Ghana, Guinea, Guinea-Bissau, Mali, Mauritania, Niger, Nigeria, Sao Tome And Principe, Senegal, Sierra Leone, Togo, Cameroon, Western Sahara, Afghanistan, India, Maldives, Pakistan, Bangladesh, Bhutan, Nepal, Sri Lanka, Argentina, Belize, Colombia, Dominican Republic, Costa Rica, Eastern Caribbean, Bolivia, Brazil, Chile, Cuba, Ecuador, El Salvador, Guatemala, Guyana, Haiti, Honduras, Jamaica, Mexico, Nicaragua, Panama, Paraguay, Peru, Suriname, Uruguay, Venezuela, Barbados, Antigua&Barbuda, Bahamas, Dominica, Grenada, Puerto Rico, Saint Lucia, Saint Kitts and Nevis, Saint Vincent and the Grenadines, Trinidad and Tobago, Cambodia, China, Malaysia, Democratic People's Republic of Korea, Fiji/Pacific Island Countries, Indonesia, Lao People's Democratic Republic, Mongolia, Myanmar, Papua New Guinea, Philippines, Thailand, Timor-Leste, Viet Nam, Samoa, Solomon Islands, Australia, Bahrain, Brunei Darussal, Cook Islands, Hong Kong, Macau, Marshall Islands, Micronesia, Nauru, New Zealand, Niue, Palau, Singapore, Tonga

**Categories:** Information Communication Technology, Audit and Investigation

UNICEF works in over 190 countries and territories to save children's lives, defend their rights, and help them fulfill their potential, from early childhood through adolescence.

At UNICEF, we are committed, passionate, and proud of what we do. Promoting the rights of every child is not just a job – it is a calling.

UNICEF is a place where careers are built: we offer our staff diverse opportunities for personal and professional development that will help them develop a fulfilling career while delivering on a rewarding mission. We pride ourselves on a culture that helps staff thrive, coupled with an attractive compensation and benefits package.

Visit [our website](#) to learn more about what we do at UNICEF.

## For every child, every right

The Office of Internal Audit and Investigations (OIAI) provides independent and objective assurance and advisory services designed to add value and improve the operations of UNICEF. It helps UNICEF accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of governance, risk management and control processes. OIAI's annual work plan covers a wide range of UNICEF's activities implemented at Headquarters and field locations throughout the world.

To learn more about our work, please follow this [link](#).

## How can you make a difference

### • ICT Audit Strategy and Plan:

Under the supervision and guidance of Chief Audit, the Manager of Out/Co-source Internal Audit Services will:

- Develop and update OIAI's ICT audit strategy and plan, ensuring that these focus on significant risks and there is strong business case for the Deputy/Director of OIAI to identify and allocate the require resources to execute the plan and strategy.
- Develop and maintain a pool/roster of subject matter experts (both external and internal to UNICEF) to support the execution of OIAI ICT audit strategy and plan.
- Develop tools and guidance that would be used by OIAI staff to assess ICT-related risks of their respective engagements as well as obtain adequate assurance on the design adequacy and operating effectiveness of ICT controls.

- Manage ICT audits in highly technical areas of current/emerging technologies, including artificial intelligence, technology for development initiatives, various cloud environments, IT service operations, IT infrastructure, cybersecurity, privacy, and related processes.

### • Vendor Selection:

Under the supervision and guidance of Chief Audit, the Manager of Out/Co-source Internal Audit Services will:

- Develop Terms of Reference (ToR) or tasks orders that would be used to hire subject matter experts.
- Obtain and process OIAI staff input pertaining to ToRs.
- Promptly process Supply Division's queries on ToRs that OIAI provides to them.
- Work closely with OIAI Administrative Unit to ensure ToRs are promptly provided to the Supply Division and the Supply Division promptly issues requests for proposals (RFPs) accurately reflecting contents of the ToRs.
- Promptly process and address queries from potential vendors in respect of the RFP.
- Lead technical evaluations of bids, develop drafts of technical evaluation reports, process inputs from evaluation team members and provide the report to the Supply Division.
- Based on the results of technical and financial evaluations of bids, advice the Deputy/Director of OIAI on the suitable vendors to select.
- Work with the Supply Division and the Legal Office to process waivers requests and amicably resolve matters raised by potential awardees in respect of any general terms and conditions of UNICEF contracts.

### • Engagement and Vendor Management

The Manager of Out/Co-source Internal Audit Services will facilitate, oversee, and coordinate execution of ICT engagements by consultants hired by OIAI, ensuring that:

- The consultants are adequately briefed about relevant UNICEF structures, strategic objectives and priorities, initiatives, operations, etc. before they direct begin to directly engage auditees to manage risk of audit fatigue and build rapport and increase the likelihood of a productive working relationship with the auditee.
- The consultants have prompt access to relevant auditees' staff, documents, and systems.
- UNICEF-unique contexts are accurately considered in planning, executing, and reporting in respect of the out/co-sourced engagement.
- Relevant OIAI standards and procedures and/or relevant professional standards are adhered to.
- Auditees and OIAI's views are appropriately reflected in the planning, execution and reporting in respect of the out/co-sourced engagement.
- The consultant's engagement scope, objectives are aligned with the relevant ToR or task order and proposed methodology and approach support achievement of the engagement objectives.
- The consultant maintains accurate records of meetings and other interactions with auditee by participating in key meetings that they have with auditees.
- Milestones in the engagement plan approved by OIAI are effectively monitored to increase scope for their achievement.
- OIAI reporting format and templates are utilized.
- The performance of the consultants is effectively monitored and evaluated in compliance with relevant UNICEF policies and procedures.

### • Engagement Workpapers and Monitoring of Actions

The Manager of Out/Co-source Internal Audit Services will ensure:

- Working papers of the consultants are uploaded in OIAI Audit Management System, TeamMate+ and cross-referenced to engagement report.
- Agreed actions and recommendations are accurately recorded in OIAI Audit Management System, TeamMate+.
- Implementation of agreed actions and recommendations are promptly monitored, evidence of implementation provided by auditees is evaluated and OIAI Audit Management System, TeamMate+ is promptly and accurately updated in respect of the implementation status of the recommendations.

### • Innovation, Knowledge Management and Capacity Development

- Contribute to OIAI's risk-based work planning activities, development of professional internal audit policies, procedures, and change initiatives.
- Participate in professional development activities, and other activities as required.

If you would like to know more about this position, please review the complete Job Description here: [Internal Audit Manager Outsourcing and Cosourcing Arrangements.doc](#)

## To qualify as an advocate for every child you will have...

### Minimum requirements:

**Education:** An advanced university degree (Master's degree or equivalent) in business administration, finance, economics, accounting, risk management, information technology, or another related field is required.

Certification as a Certified Internal Auditor (CIA), Certified Public Accountant (CPA), Chartered Accountant (CA), Certified Information Systems Auditor (CISA), Certified Information Systems Security Professional (CISSP), Certified Information Privacy Professional (CIPP) or equivalent may be accepted in lieu of an advanced university degree.

**Work Experience:** At least eight (8) years of progressively responsible relevant professional experience in internal, external auditing, ICT auditing, or managing the development, rollout, and support of ICT services is desirable.

Relevant ICT experience obtained by working in development financial institutions and/or the United Nations System is highly desirable.

### Required knowledge and key skill sets:

- Ability to navigate through a complex ICT landscape and assess key ICT risks
- Experience in developing and executing ICT audit strategy
- Good relationship management skills – managing relationships with vendors
- Broad based ICT audit technical skill sets
- Good knowledge of commonly used ICT audit frameworks and methodologies
- High level of proficiency and good experience in managing ICT audits and assessing ICT risks
- Good experience managing ICT audit consultants, vendors and staff

### Desirable attributes, considered an asset:

- IT project management experience
- Familiarity with UNICEF/UN system is a plus
- Experience in managing the development, rollout, and support of ICT services.

**Languages:** Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.

## For every Child, you demonstrate...

UNICEF's Core Values of Care, Respect, Integrity, Trust and Accountability and Sustainability (CRITAS) underpin everything we do and how we do it. Get acquainted with Our Values Charter: [UNICEF Values](#)

## The UNICEF competencies required for this post are...

- (1) Builds and maintains partnerships
- (2) Demonstrates self-awareness and ethical awareness
- (3) Drive to achieve results for impact
- (4) Innovates and embraces change
- (5) Manages ambiguity and complexity
- (6) Thinks and acts strategically
- (7) Works collaboratively with others

[Add the 8<sup>th</sup> competency (Nurtures, leads and manages people) for a supervisory role].

Familiarize yourself with [our competency framework](#) and its different levels.

This position has been assessed as an elevated risk role for Child Safeguarding purposes as it is either a role with direct contact with children, a role that works directly with identifiable children's data, a safeguarding response role, or an assessed risk role. Additional vetting and assessment for elevated risk roles in child safeguarding (potentially including additional criminal background checks) apply.

UNICEF is committed to [diversity and inclusion within its workforce](#), and encourages all candidates, irrespective of gender, nationality, religious or ethnic background, and persons with disabilities, to apply to become a part of the organization. To create a more inclusive workplace, UNICEF offers paid parental leave, breastfeeding breaks, and reasonable accommodation for persons with disabilities. UNICEF strongly encourages the use of flexible working arrangements. Click [here](#) to learn more about flexible work arrangements, well-being, and benefits.

According to the UN Convention on the Rights of Persons with Disabilities (UNCRPD), persons with disabilities include those who have long-term physical, mental, intellectual, or sensory impairments which, in interaction with various barriers, may hinder their full and effective participation in society on an equal basis with others. In its Disability Inclusion Policy and Strategy 2022-2030, UNICEF has committed to increase the number of employees with disabilities by 2030. At UNICEF, we provide [reasonable accommodation](#) for work-related support requirements of candidates and employees with disabilities. Also, UNICEF has launched a Global Accessibility Helpdesk to strengthen physical and digital accessibility. If you are an applicant with a disability who needs digital accessibility support in completing the online application, please submit your request through the accessibility email button on the UNICEF Careers webpage [Accessibility@UNICEF](#).

UNICEF does not hire candidates who are married to children (persons under 18). UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination based on gender, nationality, age, race, sexual orientation, religious or ethnic background or disabilities. UNICEF is committed to promote the protection and safeguarding of all children. All selected candidates will, therefore, undergo rigorous reference and background checks, and will be expected to adhere to these standards and principles. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check, and selected candidates with disabilities may be requested to submit supporting documentation in relation to their disability confidentially.

UNICEF appointments are subject to medical clearance. Issuance of a visa by the host country of the duty station is required for IP positions and will be facilitated by UNICEF. Appointments may also be subject to inoculation (vaccination) requirements, including against SARS-CoV-2 (Covid). Should you be selected for a position with UNICEF, you either must be inoculated as required or receive a medical exemption from the relevant department of the UN. Otherwise, the selection will be canceled.

## Remarks:

As per Article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity.

UNICEF's active commitment to diversity and inclusion is critical to deliver the best results for children. For this position, eligible and suitable men from programme countries are encouraged to apply.

Government employees who are considered for employment with UNICEF are normally [required](#) to resign from their employment positions before taking up an assignment with UNICEF. UNICEF reserves the right to withdraw an offer of appointment, without compensation, if a visa or medical clearance is not obtained, or necessary inoculation requirements are not met, within a reasonable period for any reason.

UNICEF does not charge a processing fee at any stage of its recruitment, selection, and hiring processes (i.e., application stage, interview stage, validation stage, or appointment and training). UNICEF will not ask for applicants' bank account information.

In this role, you will collaborate with colleagues across multiple locations. For effective collaboration, we encourage flexible working hours that accommodate different time zones while prioritizing staff wellbeing.

All UNICEF positions are advertised, and only shortlisted candidates will be contacted and advance to the next stage of the selection process. An internal candidate performing at the level of the post in the relevant functional area, or an internal/external candidate in the corresponding Talent Group, may be selected, if suitable for the post, without assessment of other candidates.

Additional information about working for UNICEF can be found [here](#).

**Advertised:** 20 Dec 2024 E. Africa Standard Time

**Deadline:** 12 Jan 2025 E. Africa Standard Time