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**External Publication of Job Posting**

**50201906**

**Job Posting Title**

Senior Auditor

**Start Date**

08.03.2017

**End Date**

08.04.2017

**Reference Code**

OIA201703083

**Job Title**

Senior Auditor

**Organization**

The African Union, established as a unique Pan African continental body, is charged with spearheading Africa's rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and African States as well as developing a new partnership worldwide. Its Headquarters is located in Addis Ababa, capital city of Ethiopia.

In seeking to achieve this objective, the African Union intends to strengthen its capacity to deliver by, among others, the implementation of its organizational structure and the filling of all vacant posts.

Thus the Commission of the African Union invites applicants who are citizens of Member States for the post of Senior Auditor.

**Department**

Post Title: Senior Auditor  
Grade: P3  
Supervisor: Director, Office of Internal Audit  
Duty Station: Addis Ababa, Ethiopia  
Department: Office of Internal Audit (OIA)  
Number of Positions: 1

**Tasks**

Under the Supervision of the Director, Office of Internal Audit, the Senior Auditor will undertake the following duties:

- a. Lead audits/special reviews with respect to large and complex partners financed operations. Identify and allocate tasks, coordinate/monitor work, control audit/assignment resources, consolidate results, etc.
- b. Prepare risk-based audits/reviews. Plan in accordance with professional standards. Supervise and coach staff throughout the audit/review with the view to ensuring conformity with standards of Internal Audit in all phases of the audit process.
- c. Document, evaluate and test systems and controls to determine their adequacy and effectiveness.
- d. Ascertain that funds are utilized as per the terms and conditions of the donors' agreements and in accordance with the AUC rules and regulations.
- e. Review budget performance with a view to determine whether the auditee has executed its budget within the authorized limits.
- f. Review both financial and narrative reports to verify whether they are submitted to the AU Partners on time and meet the reporting requirements.
- g. Recommend ways of improving the economy, efficiency and effectiveness of operations based upon findings from an impartial and objective examination.
- h. Prepare working papers for review; develop and discuss findings, agree on recommendations and timelines for corrective action with responsible officers of operations.
- i. Draft audit/assignment reports for Organization-wide consumption, including senior management and the Permanent Representatives Committee (PRC).
- j. Make presentations of audit results to senior management of the operation audited. Monitor the status of implementation of audit recommendations. Appraise adequacy of follow-up action taken on audit findings and recommendations.
- k. Maintain and update audit programs. Identify training needs, develop training programs and materials, and conduct workshops with respect to auditing approaches and techniques.
- l. Evaluate staff performance; perform management review of work performed by junior auditors, prior to the review of the supervisor.
- m. Perform any other relevant duty/ responsibility assigned.

## **Requirements**

### 1. Educational Qualifications

- Candidates must have a minimum of a University Master's degree in Auditing or Accounting or Finance Management or Business Administration or related discipline. A relevant professional certification i.e. "Expert Comptable" or Chartered/Certified Public Accountant designation (e.g. ACCA, CPA, CIMA, CA, etc.) and affiliation to a relevant professional body will be an added advantage.
- Candidates with University Bachelor's degree in Auditing or Accounting or Finance Management or Business Administration or related discipline must have at least ten (10) years of relevant work experience in the practice of auditing along with a relevant professional certification.

## 2. Work Experience

- Candidates must have at least 8 years practical experience at senior level in the field of Auditing, Accounting and Finance, of which at least 5 years should be in Auditing.
- Sound knowledge and auditing experience in inter-governmental operations/programs and information systems such as SAP system and Enterprise Risk Management (ERM) will be of a comparative advantage.

## 3. Other Relevant Skills

- Management experience, excellent interpersonal skills, ability to organize and motivate others, and to work in a multi-cultural environment.
- Proficiency in the use of computer aided audit tools like ACL, MKInsight, SAP-Audit Module, Teammate etc.
- Proficient in the use of Microsoft Software: Excel, Word, PowerPoint; etc.
- Excellent drafting and reporting skills.
- Good communication and negotiating skills.
- Good planning and organizational skills.

## 4. Language requirement

Proficiency in one of the African Union working languages, Proficiency of one or several other working language (s) would be an added advantage.

## 5. Tenure of Appointment

The appointment will be made on a fixed term contract for a period of three (3) years, of which the first twelve months will be considered as a probationary period. Thereafter, the contract will be for a period of two years renewable, subject to satisfactory performance.

## 6. Gender Mainstreaming

The AU Commission is an equal opportunity employer and qualified women are strongly encouraged to apply.

## 7. Least Representative Countries

Candidates from the following least represented countries are encouraged to apply: Eritrea, Central African Republic, Cape Verde, Comoros, Congo (DRC), Djibouti, Equatorial Guinea, Liberia, Mauritania, Namibia, Sahrawi Arab Republic, SaoTome and Principe, Seychelles and Somalia.

## 8. Remuneration

Indicative basic salary of US\$35,300.00 per annum plus other related entitlements- e.g. Post adjustment (46% of basic salary), Housing allowance (\$14,414.40 per annum for international staff and 30% for local staff), education allowance (75% of tuition and other education related expenses for every eligible dependent up to a maximum of US\$7,800.00 per child per annum for international staff and \$2520/annum/child for local staff), etc.

Applications must be made through the AUC E-recruitment Website

<http://www.aucareers.org> not later than 8th April 2017.

Directorate of Administration and Human Resource Management African Union Commission  
P.O. Box 3243  
Addis Ababa (Ethiopia)  
Fax: 00251-11-5525840/5510430  
E-mail: [au-recruits@africa-union.org](mailto:au-recruits@africa-union.org)

Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

***Contract Type***

Regular (Long Duration)

***Employment Fraction***

Full-time

***Branch***

Headquarters