

**Office of Internal Oversight Services  
Job Description**

<b>Post Information</b>	
Post Title and Level	: Assistant Secretary-General for Internal Oversight Services
Duty Station	: New York, United States
United Nations Core Values	: Integrity, Professionalism, Respect for Diversity
<b>Functions/Key Results Expected</b>	
<p>The Assistant Secretary-General, who is accountable to the Under-Secretary-General for Internal Oversight Services and acts as Officer-in-Charge during the Under-Secretary-General’s absence from Headquarters, supports the overall leadership and management of the activities of the Office of Internal Oversight Services (OIOS).</p> <p>OIOS is the internal oversight body of the United Nations. It assists the Secretary-General in fulfilling his/her oversight responsibilities in respect of the resources and staff of the Organization through the provision of internal audit, investigation, evaluation and inspection services. The Office provides these services through three divisions for internal audit, investigations, and inspection and evaluation.</p> <p>The Assistant Secretary-General supports the programme of work that is entrusted to the Under-Secretary-General for OIOS and supports him/her in the full range of his/her complex and extensive responsibilities. In that capacity, and in close coordination with and under the overall direction of the Under-Secretary-General, the Assistant Secretary-General assists in the overall management of OIOS by:</p> <ul style="list-style-type: none"> <li>• Supporting the Under-Secretary-General in the full range of his/her responsibilities, including assuming responsibilities for operational activities of the Office related to risk-based work planning; planning the optimum use of resources, expertise and experience; and overseeing and assisting the Office’s senior leaders in the discharge of their functions;</li> <li>• Overseeing and strengthening the day-to-day internal management of OIOS as well as representing the Office in the absence of the Under-Secretary-General;</li> <li>• Supporting the Under-Secretary-General in the performance of his/her functions as the head of OIOS, including by overseeing and coordinating the work of OIOS divisions and offices both at Headquarters and in the field, and overseeing the preparation of reports to Senior Management, audit committees and intergovernmental bodies;</li> <li>• Assisting the Under-Secretary-General in leading and managing initiatives for ensuring that OIOS operates as an innovative, dynamic, diverse and high-performing Office that respects diversity, ethics and integrity, and has a strong focus on results;</li> <li>• Shaping the strategic direction of OIOS by guiding the work of the three Divisions and ensuring that the OIOS operations are optimally aligned to overall organizational strategies and goals;</li> <li>• Providing strategic guidance on OIOS policy development, budget planning, and resource mobilization;</li> </ul>	

- Ensuring an integrated approach to managing the activities of OIOS Divisions; identifying strategic opportunities, potential synergies, and cost saving opportunities to ensure the Office's optimization of value-for-money for the organization;
- Assisting the Under-Secretary-General in fostering relations with senior management, audit committees, intergovernmental bodies, Member States and other stakeholders;
- Ensuring effective systems of delegation of authority within the Office and overseeing internal Office-wide risk management initiatives; and
- Carrying out special assignments, as requested by the Under-Secretary-General.

## Competencies

**Professionalism:** Expert knowledge in the management of the delivery of audits, investigations, evaluations and/or inspections; proven ability to lead and oversee work on technical issues; ability to guide the work of others. Substantive knowledge of governance, risk management, and internal control systems and related issues.

**Planning and organizing:** Proven ability to plan and organize work, requiring an in-depth understanding of its strategic direction and ability to effectively oversee the integration of the work of the Divisions of OIOS and the coordination of OIOS activities with those of the organization's external oversight bodies (i.e. the Board of Auditors and the Joint Inspection Unit) to minimize duplication and optimize coverage.

**Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which he/she has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for her/his own shortcomings and those of the work unit, where applicable.

**Communication:** Excellent communication skills, both oral and written; ability to defend and explain difficult issues with respect to key decisions and positions to staff, senior officials, audit committees and members of intergovernmental bodies; proven ability to communicate complex concepts orally; ability to prepare written reports that are clear, concise and meaningful. Ability to maintain effective relationships with other oversight offices, outside collaborators and other contacts, including representatives of Member States and the public.

**Teamwork:** Excellent interpersonal skills; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds, including diverse gender identity and sexual orientation. Proven ability to lead and gain assistance of others in a team endeavour.

## Managerial Competencies

**Judgment/Decision-making:** Strong, reliable and mature judgment and decision-making skills with the ability to make difficult decisions under pressure; identifies the key issues in a complex situation and comes to the heart of the problem quickly; checks assumptions against facts. Resists undue pressure in decision-making; does not abuse power or authority; takes prompt actions in case of unprofessional or unethical behavior.

**Leadership:** Proven leadership skills and demonstrated ability to manage and coordinate internal audit, investigation, evaluation or inspection functions. Proven record of building, managing and working in teams and creating an enabling work environment, including the ability to effectively lead, supervise, mentor, develop and evaluate staff and design training/skills enhancement initiatives to ensure effective transfer of knowledge/skills. Demonstrated flexibility in leadership by performing and/or overseeing the management of complex oversight issues; empowering others to translate vision into results and create an enabling environment; anticipating and resolving conflicts by pursuing mutually agreeable solutions; and continuously driving for change and improvements.

**Building trust:** Reputation for dealing honestly and openly with issues and staff; recognized and highly respected by peers, clients and staff.

**Vision:** Ability to identify key strategic issues, opportunities and risks; clearly communicate links between the Organization’s strategy and the goals of OIOS. Ability to establish/identify and communicate a broad and compelling direction for the Office.

**Managing Performance:** Ability to make timely decisions, establish priorities and coach, mentor, motivate and develop staff and encourage good performance; delegates responsibility, clarifies expectations and gives staff autonomy in important areas of their work; encourages others to set challenging goals; holds others accountable for achieving results related to their area of responsibility.

### Recruitment Qualifications

Education	Advanced University degree (Masters or equivalent) in business or public administration, finance, accounting, law or other relevant related areas. A first-level university degree in combination extensive qualifying experience may be accepted in lieu of the advanced university degree.
Experience	At least 20 years of progressively responsible experience in senior leadership positions, preferably in audit, investigation, evaluation and inspection functions in large multicultural institutions including, but not limited to, international organizations, governments, the private sector or non-governmental organizations. Substantive knowledge of governance, risk management, and internal control systems. Proven track record of excellent management and technical leadership skills.
Language Requirements	Fluency in oral and written English is required. Knowledge of French is desirable. Knowledge of another UN official language is an advantage.
Other Desirable Knowledge and Skills	Knowledge of UN policies, procedures and operations. Knowledge of principles and practices related to organizational development and change management. Oversight related professional certifications and qualifications.

Applicants should submit their curriculum vitae, including contact information (telephone, e-mail) to [OIOSASG.Recruitment@un.org](mailto:OIOSASG.Recruitment@un.org) by **27 August 2018**.