



FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS

Terms of Reference for Internship

Job Title**:	Audit intern		
Division/Department:	Office of the Inspector General		
Programme/Project Number:	n/a		
Duty Station:	FAO Headquarters, Rome, Italy		
Expected Start Date of Assignment: 1 March 2018	Duration:	Minimum of 6 months	
Reports to:	Hui Ming TAN	Title:	Senior Auditor, OIG

GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED

Background

The Office of the Inspector General (OIG) has responsibility for monitoring and evaluating the adequacy and effectiveness of the FAO's system of internal control, financial management and use of assets. The Office provides the Director-General and the functions and programmes audited with independent, objective assurance and consulting services designed to add value and improve the Organization's operations. It helps the Organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and internal governance processes.

Duties and Responsibilities

Under the overall guidance of the Inspector General and the direct supervision of the Senior Auditor, the intern will contribute as a team member to the performance of different audit assignments included in OIG's Programme of Work, and will support OIG's management in other administrative or managerial tasks.

In general, the incumbent will:

- Perform background research of audit subjects and provide support in planning of audit assignments;
- Conduct sections of audit assignments in accordance with internal procedures and auditing standards under the guidance of experienced OIG staff members;
- Using TeamMate, prepare electronic working papers that support audit findings and recommendations;
- Organize and draft input for audit reports; and
- Perform/engage in other activities relating to OIG mandate and activities as required.

KEY PERFORMANCE INDICATORS

Expected Outputs:	Required Completion Date:
Successfully undertake in a timely manner the duties as set out above.	As required by the supervisor and by the end of the contract.

REQUIRED COMPETENCIES

- Results focused
- Teamwork
- Communication

Minimum requirements:

- University degree in audit, business or public administration, finance, accounting and economics; and
- Working knowledge in English.