

ICMPD Job Profile

Internal Auditor¹

Functional Overview

Reporting to the Director General, the Internal Auditor delivers measurable results by assessing and enhancing the organisation's operational performance, compliance, risk management, internal controls, and governance processes. Through independent and objective evaluations, the Internal Auditor identifies specific areas for improvement or risk, assesses compliance with laws, regulations, policies, and procedures, and pinpoints operational inefficiencies across directorates. They deliver actionable recommendations to mitigate risks, optimise processes, and strengthen governance. The Internal Auditor tracks and monitors the implementation of audit findings to ensure timely and effective resolution, directly contributing to the organisation's transparency, accountability, and integrity goals.

Key Results

Technical Advisory and Guidance: ICMPD Senior Management is effectively equipped with actionable insights through the development of a results-oriented multi-year internal audit plan, aligned with the organisation's strategic goals and risk profile. Existing good practices are identified and optimised through targeted recommendations, while new technical opportunities and industry best practices are integrated to enhance workflows and processes, ensuring systematic and practical implementation of the audit plan. Comprehensive plans, complete with clear timelines and measurable key performance indicators (KPIs), are delivered to senior management to maximise awareness and transparency, with technical guidance provided as necessary to address challenges and drive effective execution. Training needs are proactively identified and addressed to ensure that audit plans are not only actionable but also foster strengthened compliance and operational excellence.

Risk Assessment and Management: Comprehensive risk assessments are conducted to identify, map, and evaluate key organisational risks, ensuring decision-making is informed by accurate insights into potential impacts. Actionable recommendations, including targeted strategies, mitigation measures, and corrective actions, are developed and delivered to leadership, driving proactive risk management. Collaboration with organisational leadership ensures risk management strategies are effectively integrated into operational practices, enhancing the organisation's resilience and aligning risk responses with strategic objectives. These efforts directly contribute to improved decision-making, operational stability, and the achievement of long-term goals.

Audit Execution and Oversight: Through expert technical oversight, internal performance and finance-related audits are executed to deliver measurable outcomes, ensuring a comprehensive evaluation of operational effectiveness, efficiency, controls, and compliance with applicable regulatory frameworks. Processes and

¹ This profile is classified at IP4.

workflows are developed and implemented with a focus on results, maximising compliance with established internal standards through seamless cross-organisational coordination. Audit reports are systematically produced, reviewed, and delivered to senior leadership in a timely manner, offering clear, actionable recommendations that support decision-making and drive continuous improvement across the organisation.

Stakeholder Management: Through a comprehensive mapping of key internal and external stakeholders, effective and systematic engagement with senior management, Member States' Steering Group, and external audit bodies is established, ensuring optimal coordination and awareness. Within the scope of work, effective partnership building with relevant external audit bodies enhances the institutional auditory process strengthening ICMPD's responsiveness to and compliance with audit requirements. Audit findings are analysed and accurately compiled, with findings and strategic recommendations disseminated to stakeholders fostering an environment of transparency and collaboration. Effectiveness of these efforts is closely monitored, ensuring measurable outcomes in terms of stakeholder engagement and internal compliance.

Required Expertise

- Capability to analyse complex situations, understand the critical aspects, and make timely decisions based on sound judgement.
- Capability to anticipate risks and recommend mitigation measures in the assigned scope of work.
- Ability to identify and propose new and strategically aligned approaches and methodologies in the assigned scope of work.
- Ability to assess large volumes of data, detect trends, and identify anomalies or inefficiencies in financial and operational processes.
- Demonstrated expertise in the conduct of financial and performance audits, preferably in the national public sector or international organisations
- Ability to build relevant strategic partnerships and alliances with key stakeholders and partners and recommend opportunities for collaboration.
- Deep knowledge of audit principles, methodologies and frameworks is required, with knowledge of International Financial Reporting Standards (IFRS), International Public Sector Accounting Standards (IPSAS) or other relevant accounting standards is desirable
- Familiarity with monitoring, evaluation, and learning tools for tracking progress toward results and documenting achievements.
- Well-developed leadership qualities in a diverse and international environment.

Qualifications, Experience and Language Skills

- Master's Degree related to the area of work Audit, Accounting, Finance, Business Administration, Law, Public Administration, or related field.
- Relevant professional certification (e.g. CIA, CISA, CPA) is highly desirable.
- Minimum of 8 years of progressively responsible experience in internal audit and/or oversight within national public sector, international, non-governmental, or charitable organisations.
- Strong communication and negotiation skills.
- Strong analytical, conceptual, drafting, and organisation skills.
- Strong coordination and management skills.
- Proficiency in (verbal/written) English, proficiency in the language of the duty station is an asset.
- Proficiency in the use of standard IT tools and audit software.