

Posting Title : RISK MANAGEMENT AND COMPLIANCE OFFICER, P3
Job Code Title : RISK MANAGEMENT AND COMPLIANCE OFFICER
Department/ Office : Regional Service Centre at Entebbe
Location : ENTEBBE
Posting Period : 20 February 2023-21 March 2023
Job Opening number : 23-AUD-RSCE-201349-R-ENTEbbe (R)
Staffing Exercise : N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org. Setting and Reporting

The Department of Operational Support (DOS) was established to provide end-to-end operational support, advisory services and other solutions to operating entities across the Secretariat, including departments, offices away from headquarters, peace operations, and regional commissions.

The Regional Service Centre in Entebbe, Uganda (RSCE), was established in July 2010, following the adoption of General Assembly resolution 64/269. The Centre provides efficient, client-oriented and scalable services with the goal of moving transactional, non-location dependent administrative functions to the Centre from its client entities. This includes transactional elements of human resources, finance, multimodal movement and control, personnel and cargo transport and information and communications technology (ICT) support. In addition to these services, the Office of the Director RSCE and support offices through the Deputy Director RSCE, provides overall guidance on the operations of the RSCE including strategic planning, communication, budgeting, human resources management, property management, quality assurance and business intelligence, conference services, record keeping and archive management, and audit response and risk management.

For more information, please visit <https://rsce.unmissions.org>.

This position is located in the Office of the Director of RSCE. The incumbent will report to the Director.

Responsibilities

The Risk Management and Compliance Officer is responsible to review RSCE compliance with regulatory framework that governs the provision of the administrative services. The incumbent is responsible for translating new administrative instructions into standard operating procedures to the Service Lines and is the focal point for all BOA and OIOS audits for the RSCE. The incumbent will facilitate the identification of risks that impact the delivery of mandates and strategic objectives, facilitate the alignment of risk management with internal control measures. The incumbent is also the focal point for all legal and disciplinary matters at the RSCE and its client missions.

The risk and compliance officer therefore facilitates and ensures RSCE implementation of the risk management processes in accordance with the Organization's Enterprise Risk Management (ERM) policy. To that extent:

Participates in the development of the Service Center Concept, Integrated Strategic Framework or similar planning documents, as well as budget proposals, ensuring that ERM is duly factored therein. • Conducts research, collates and disseminates data on risks related to the implementation of all aspects of RSCE mandate and support functions. • Coordinates the identification of risks that adversely affect the delivery of RSCE's mandates and strategic objectives. • Analyzes and evaluates risks in coordination with Service Line managers ensuring that appropriate risk treatment options are selected. • Develops, proposes for approval and maintains the Centre risk register; facilitates its subsequent reviews and the development of risk mitigation measures; coordinates for this purpose with stakeholders at the Service Lines and Management level and OIOS, OSLA, DOS; • Provides training and advice on risk management policy, guidance and methodology at the mission level and works in collaboration with the mission stakeholders to promote risk ownership, accountability and improved risk mitigation • In small to medium sized missions, provides ad hoc support and/or training to facilitate the establishment of ERM, in order to ensure that identified risks are recorded, assessed and prioritized, and appropriate action taken. • Identify systemic and repeated issues, drawing lessons learnt and taking those issues into account within the ERM • Ensures that risk information is maintained for analysis and reporting.

Coordinates and Ensures audit response and compliance. To that extent:

• Acts as the primary point of contact on all matters related to the activities of the oversight bodies (Board of Auditors and Office of Internal Oversight Services) in RSCE. • Coordinates the annual work plan of the oversight bodies, organizes and participates in entrance/exit conferences. • Provides authoritative advice to the Centre senior management on the preparation of responses to reports of the oversight bodies, reviews responses for quality of substance and ensures timely submission of formal responses to oversight bodies' recommendations. • Critically reviews the recommendations of the oversight bodies, Boards of Inquiry and other compliance activities in the RSCE and provides advice to senior management on their acceptability, taking into consideration the Organization's ERM framework, cost-benefit analysis, as well as competing priorities. • Identifies and suggests alternative risk mitigation measures if the recommendations are to be rejected. • Monitors the implementation of accepted recommendations, arranges for the verification of evidence and provides regular updates to mission leadership as required. • Facilitates and monitors the

timely submission of letters of representation from the Director of Administration of RSCE through its Deputy. • Assists in monitoring and implementation of recommendations of BOA, JIU, OIOS, Minimum Operational Security Standards, Minimum Operating Residential Security Standards, Fire, and Aviation Safety. • Briefs auditors on accounting, financial control and reporting procedures. • Serves as a repository/custodian of all audit records • Facilitate the field visits of the oversight bodies coordinates initial arrangements for oversight assignments, including provision of facilities such as office space, planning and preparation of documentation that may be required.

Administration of Justice

- Acts as Focal point for the administration of justice within the RSCE; assists with addressing all legal cases, including communication with and responses to the Management Evaluation Unit (MEU), the United Dispute Tribunal (UNDT), the Ombudsman, the United Nations Appeals Tribunal (UNAT), and any follow-up actions required as an outcome of such cases. • Receives the cases and coordinates the responses with the relevant parties to ensure that the responses are complete and that all relevant evidence is provided.
- Performs other duties as required.

Competencies

Professionalism :

Knowledge of risk-management methodologies and related implementation issues. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Teamwork: Works collaboratively with colleagues to achieve organizational goals. Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others. Places team agenda before personal agenda. Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Building trust: Provides an environment in which others can talk and act without fear of repercussion. Manages in a deliberate and predictable way. Operates with transparency; has no hidden agenda. Places confidence in colleagues, staff members and clients. Gives proper credit to others. Follows through on agreed upon actions. Treats sensitive or confidential information appropriately.

Communication - Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match audience; Demonstrates openness in sharing information and keeping people

informed.

Education

Advanced university degree (master's degree or equivalent) in Business Administration, Management, Risk Management, Finance, Accounting, Political Science, Law or related field is required. A first-level university degree with two years of relevant professional work experience may be considered in lieu of an advanced university degree.

Job Specific Qualifications

Professional certification as a Certified Public Accountant (CPA), Chartered Accountant (CA), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), or equivalent is desirable.

Work Experience

A minimum of five (5) years' work experience in auditing, public administration, organizational development, operations management, research, law including legal analysis, project management or related fields is required.

Experience in providing services to or in a field operation of the United Nations Common System or a comparable international organization is desirable.

Experience in designing Risks Frameworks and proposing risk treatment plans is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English (both oral and written) is required. Knowledge of French is an advantage. Knowledge of another official UN language is desirable.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

Special Notice

The United Nations Secretariat is committed to achieving 50/50 gender balance and geographical diversity in its staff. Female candidates are strongly encouraged to apply for this position.

United Nations Considerations

According to 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. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

Applicants are urged to follow carefully all instructions available in the online recruitment

platform, inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.