

Posting Title : Risk Management Officer/Audit, P3  
Job Code Title : LEGAL OFFICER  
Department/ Office : Regional Service Centre at Entebbe  
Location : ENTEBBE  
Posting Period : 10 December 2019-16 December 2019  
Job Opening number : 19-LEG-RSCE-127871-J-ENTEBBE (M)  
Staffing Exercise : N/A

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

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### **Org .Setting And Reporting**

The position is located in the United Nations Regional Service Centre at Entebbe (RSCE), Uganda. The Risk Management Officer reports directly to the Chief Regional Service Centre Entebbe

### **Responsibilities**

Within delegated authority, the Risk Management Officer/Audit will be responsible for the following duties:

Oversight and Audit:

- Oversees the preparation and implementation of the annual work plan of the Risk Management and Compliance Unit to ensure work priorities and objectives, taking into account the most effective use of resources;
- Acts as the primary point of contact on all matters relating to the oversight bodies (the United Nations Board of Auditors, Joint Inspection Unit (JIU) and Office of Internal Oversight Services (OIOS) and the Audit Response Unit/Department of Operational Support (DOS). Oversees the findings and recommendations of the oversight bodies to identify material weaknesses and reportable conditions;
- Facilitates the work of oversight bodies by coordinating with the relevant stakeholders in the RSCE and ensures that any recommendations are addressed and all stakeholders are regularly updated.
- Documents, evaluates and tests systems and controls to determine their adequacy and effectiveness to ensure (i) compliance with policies and procedures, (ii) accomplishment of management's objectives, (iii) reliability and integrity of information, (iv) economic use of resources, and (v) safeguarding of assets.
- Facilitates the field visits of the oversight bodies and the Audit Response Unit/DOS.

Coordinates initial arrangements for oversight assignments, including provision of facilities, such as office space, access to systems, planning, and preparation of documentation that might be required.

- Ensures that relevant programme managers and support staff are available during the course of oversight assignments;
- Arranges, attends and takes notes at the entrance/exit conferences and subsequently ensures that agreed actions arising are taken. Where necessary, facilitates and coordinates matters arising during the course of assignments between the Mission and the oversight bodies, including advising Mission Representatives on informal and preliminary responses, such as responses to audit observations;
- Briefs auditors on accounting, financial control and reporting procedures;
- Serves as a repository/custodian of all audit records;
- Reviews formal responses to oversight bodies, particularly for factual accuracy, and ensures timely, relevant, and pertinent responses. Critically reviews recommendations and advises Principal Administrative Officer (Chief RSCE) on whether to accept or reject recommendations taking into account, inter alia, the costs of implementation and the benefits that might arise, competing priorities, materiality, and the risk management framework adopted by the Mission, and identifying and suggesting alternative solutions to the problems arising from the findings if the recommendations are to be rejected;
- Follows up on the implementation of BOA, JIU, OIOS, Minimum Operational Security Standards, Minimum Operating Residential Security Standards, Fire, and Aviation Safety recommendations and provides status updates on a regular basis;
- Identifies systemic and repeated issues drawing lessons learned and develops guidelines for the conduct of mission self-assessment reviews;
- Facilitates and monitors the timely submission of letters of representation from Principal Administrative Officer (Chief RSCE) through Senior Administrative Officer (Deputy Chief RSCE).

#### 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 Nations 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.

#### Internal Controls:

- Ensures that internal controls of the RSCE are updated and followed.
- Assists in translating new Administrative Instructions into Standard Operating Procedures (SOPs) for the Service Lines, as well as maintaining the RSCE Service Line TORs and Process Guides in coordination with other Units in the Office of the Chief
- Undertakes random reviews of transactions to ensure their compliance with the relevant rules and regulations.

#### Accountability:

- Assists in administering the RSCE's accountability framework to ensure that staff receives the required designations and delegations in a timely manner.

#### Risk management related activities:

- Ensures the alignment of risk management with internal control measures;
  - Undertakes research on existing guidance and best practices materials for risk management;
  - Works closely with other Service Line Managers and the Client Missions as appropriate, to ensure ongoing dialogue regarding risk management and the integration of the risk management process into both strategic planning and day to day operations;
  - Provides guidance on and introduce methodologies for collecting, collating and disseminating data relating to risk management planning;
  - Reviews the regular 'Risk Management Report' of the Centre specifying the activities and progress of the risk management initiative and ensure that all required risk information is recorded in the risk management system for analysis and reporting purposes;
  - Researches into modern audit and risk management techniques and applies them in the performance of the duties;
- Performs other duties as required.

### **Competencies**

Professionalism –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.

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.

Client Orientation - Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Identifies clients' needs and matches them to appropriate solutions; Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; Keeps clients informed of progress or setbacks in projects; Meets timeline for delivery of products or services to client.

### **Education**

Advanced university degree (Master's degree or equivalent) in business administration, finance, accounting, international law or related field. A first-level university degree in combination with two (2) years qualifying experience may be accepted in lieu of the advanced university degree.

## **Work Experience**

A minimum of five (5) years' progressively responsible in any of the fields of processing claims, auditing, finance, accounting, law (including legal analysis, research and writing) or related area, including work at the international level is required.

At least one (1) year experience in United Nations peacekeeping or other field operation is desirable.

Experience in translating new Administrative Instructions into Standard Operating Procedures to Service lines is desirable.

Experience in handling legal and disciplinary matters in a United Nations common system field operation is desirable.

Experience in a Regional Global Service Centre is desirable.

## **Languages**

English and French are the working languages of the United Nations Secretariat. For the advertised post, fluency in English is required; Knowledge of French is desirable.

## **Assessment**

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

## **Special Notice**

- This position is temporarily available until 30 April 2020. If the selected candidate is a staff member from the United Nations Secretariat, the selection will be administered as a temporary assignment.
- While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post.
- Subject to the funding source of the position, the eligibility for this temporary job opening may be limited to candidates based at the duty station.
- This temporary job opening may be limited to "internal candidates," who have been recruited through a competitive examination administered according to staff rule 4.16 or staff selection process including the review of a central review body established according to staff rule 4.15.
- Staff members of the United Nations common system organizations who will reach the mandatory age of separation or retirement within the duration of the current temporary need period are not eligible to apply. Submitting an application or selection for the current temporary job opening does not delay or increase the mandatory age of separation.

- Retirees above the mandatory age of separation who wish to be considered for the current temporary job opening must indicate the reason for their last separation as "retirement." Such retirees shall not be employed by the Organization, unless (a) the operational requirements of the Organization cannot be met by staff members who are qualified and available to perform the required functions; and (b) the proposed employment would not adversely affect the career development or redeployment opportunities of other staff members and represents both a cost-effective and operationally sound solution to meet the needs of the service.

### **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.

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.