



## JOB PROFILE

JOB TITLE	AUDITOR (4 POSITIONS)
INSTITUTION	OFFICE OF THE AUDITOR GENERAL OF ECOWAS INSTITUTIONS
GRADE	P3/P4
DIRECTORATE	NA
LINE SUPERVISOR	PRINCIPAL AUDITOR
ANNUAL SALARY	<b>UA50,393.41 – UA57,877.97 (USD101,510.71 – USD113,319.86)</b>
STATUS	PERMANENT
SUPERVISING	NA
DUTY STATION	ABUJA, NIGERIA
MANDATE OF OAG	The Office of the Auditor General of ECOWAS Institutions (OAG) is an independent assurance office established to assist the ECOWAS Governance Bodies, in particular, the Council of Ministers and Audit Committee to carry out their oversight functions and promote good corporate governance, accountability, and value for money in all Community Institutions, Specialized Agencies and Offices. The OAG is mandated to conduct Community-wide financial audits, compliance audits, performance audits, and Investigations and other Special Audits. The Audit function is discharged through the Directorate of Audit.

### **ROLE OVERVIEW**

Under the supervision of the Principal Auditors, the incumbent will be responsible for comprehensive operations audit assignments across all ECOWAS Institutions, Specialized Agencies and Offices covering all risks relating to the applicable areas of intervention and in line with the Audit Charter, and applicable professional auditing standards & guidelines. S/he shall also perform any related official assignment, other duties and special projects as assigned by the OAG leadership.

### **ROLE AND RESPONSABILITIES**

- Work in a team to carry out operations (Procurement, Human Resources, Finance, and Travels) audit assignments in designated areas in line with the approved OAG Strategic and Annual Work Plan or as may be directed.
- Contribute towards the identification and selection of prospective audit areas/topics through area watch, audit/environmental scan, literature review, and other means/criteria adopted for this purpose.
- Assist in the planning and design of operations audit assignments by carrying out necessary tasks as assigned to build knowledge, assess risks, and obtain relevant information to effectively design and execute the audit assignment.

- Assist in the elaboration and implementation of a detailed audit program for the audit team.
- Execute assigned tasks in a timely and result-oriented manner through practical application of the principles & techniques of auditing standards, risk management, research methodology, project management and reporting.
- Apply appropriate audit procedures to research, gather and validate audit information and related data.
- Identify findings and supporting conclusions based on analysis and develop recommendations that are fair, meaningful, and timely, following appropriate methodology and meeting applicable quality assurance and professional standards.
- Collect and document sufficient appropriate audit evidence to support conclusions and recommendations.
- Draft components of the audit report, incorporating where necessary graphic illustrations and visual aids to best communicate audit findings, describe conditions, summarize information/data, and report noteworthy achievements.
- Contribute towards reasonable and objective recommendations on the systems and procedures being reviewed and monitor management's response and implementation.
- Maintain proper records of working papers and audit evidence collected for review by a Supervisor and Quality Assurance in line with applicable auditing standards and charter.
- Ensure the timely completion of the audit assignments by completing all assigned tasks on time.
- Manage work efficiently and contribute to a competent, committed, and professional team that upholds mutual respect, trust, and synergy.
- Maintain confidentiality of information gathered, and ensure against inadvertent, premature, and unauthorized communication of audit findings and conclusions.
- Prepare and maintain a compendium of Directives, Rules, and Regulations applicable to all Community Institutions, Specialized Agencies and Offices.
- Assist in the monitoring and review of transactions and operations in key business areas (budget, procurements, contracts, recruitments, assets management, etc.) to assess compliance with extant regulations and procedures, and that internal control mechanisms are adequate and functioning as intended.
- Analyze operational practice, databases & records, periodic reports, and other forms of documentation to identify deficiencies and areas for improvement and coordinate with stakeholders to strategize remediation and/or mitigation methods and timelines for implementation and closure.
- Document risks and mitigating controls through risk-control matrices, regularly evaluate the design and adequacy of controls to ensure that key risks are properly managed and ensure proper rationalization of controls.
- Investigate and report violations of processes, procedures, and regulatory standards across the operations of the organization including but not limited to finance with effective action plans in response to discoveries and compliance violations.
- Make useful input for improvement of audit procedures and programs where necessary, in line with the OAG Charter and applicable auditing standards.
- Engage in continuous knowledge development regarding sector's rules, regulations, best practices, tools, techniques, and performance standards.

- Maintain healthy working relationships with managers and staff at all levels.
- Serve on a variety of teams, committees and task forces as may be needed or assigned.
- Ensure compliance with all extant regulations and texts (ECOWAS Staff Regulations, OAG Code of Ethics, Management directives, Laws of the host country, etc.)
- Perform any other task as assigned by the Supervisor.

### **ACADEMIC QUALIFICATIONS AND EXPERIENCE**

- Minimum of bachelor's degree or equivalent from an accredited university in Commerce, Procurement, Human Resources Management, Finance, Accounting, Auditing, Business Administration, or related field. An additional qualification (Masters or Post-graduate degree) will be an added advantage.
- Relevant professional certification in Procurement, Human Resources, Audit, Risk Management, or Information Technology such as Certified Internal Auditor (CIA), Certified Public Accountant (CPA), Chartered Accountant (CA), Certified Information Systems Auditor (CISA), etc. from an accredited institution will be an added advantage.
- Priority will be given to candidates with Procurement or Human Resources Audit experience, Certification, and additional qualification.
- 5 years of progressively responsible professional experience in Procurement, Human Resources Management, audit, finance, accounting, administration, statistics, or related area.
- Recent experience (minimum of 2 years) in compliance or internal audit assignments is desirable.
- Hands on experience in using enterprise risk management tools and applications such as SAP Governance, Risk & Compliance (GRC) will be an added advantage.
- Experience using audit management software (e.g TEAM-MATE, ACL, IDEA, etc.) will be an added advantage.

### **AGE LIMIT**

Be below 50 years old. This provision does not apply to internal candidates.

### **ECOWAS KEY COMPETENCIES**

- Knowledge of auditing principles, standards, practices, procedures, and methodologies.
- Strong knowledge of enterprise risk management framework, governance, financial management and internal controls procedures and best practices.
- In-depth working knowledge of the procedures, and best practices in the core operational areas of ECOWAS Institutions, Specialized Agencies and Offices.
- Ability to read and interpret laws, rules, regulations, contractual provisions including regional, national, and state laws, regulations, and operations within the ECOWAS Community.
- Ability to build knowledge and understanding of the OAG's business and of ECOWAS sectoral areas.
- Ability to analyze business operations, policies, procedures, and control mechanisms, identify deficiencies and problem areas, and prepare appropriate recommendations for remedial action.

- Ability to conduct a full range of compliance, operational and program audits of complex systems and structures.
- Ability to analyze a situation by using indicators to assess the costs, benefits, risks, and chances for success in making decisions.
- Ability to pull together information from different sources to identify the cause of problems, consequences of alternative causes of action, potential obstacles, and ways to avoid the problem in the future.
- Ability to break down very complex situations/information into simple terms to explain recommendations and conclusions aimed at solving problems or improving operations/programs/projects.
- Ability to develop new insights into situations, apply innovative solutions to problems and to design new methods of addressing issues or disconnects where established methods and procedures are inapplicable or no longer effective.
- Ability to build knowledge of Auditee, research best practices and trends, and benchmark to bring about the best recommendations for the development and improvement of organizational capacity and service delivery.
- Ability to apply networking and interpersonal skills to seek feedback, information, and data from a network of professionals from multiple countries/sectors/organizations and to identify and prioritize the most critical community requirements.
- Ability to develop and implement stakeholder management plans, programs, and initiatives to obtain buy-in on new initiatives, to better understand dissenting views, to obtain resources and to increase perceptions of success.
- Ability to establish and sustain professional credibility with clients/stakeholders in a manner that anticipates their need, mitigates issues and that carefully balances professional obligations with the need to be sensitive and responsive to their needs,
- Understand the need for change and play an active role in supporting implementation of change initiatives.
- Demonstrate respect for cultural differences, fairness, and ability to relate well with people from varied backgrounds, nationality, gender, ethnicity, race, and religion,
- Understanding of diverse cultural views especially within West Africa, with sensitivity to group differences; ability to challenge bias and to practice tolerance and empathy,
- Ability to listen actively, consider people's concerns and apply judgement, tact, and diplomacy,
- Ability to work in a diverse and inclusive interactive environment that benefits from diverse strengths,
- Ability and responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work,
- Ability to encourage, empower, and advocate for people in an unbiased and transparent manner.
- Ability to articulate thoughts clearly, concisely, and express ideas effectively using oral, written, visual and non-verbal communication skills, as well as listening skills to gain understanding.
- Ability to understand and manage your emotions to avoid stress and communicate effectively, confidently, respectfully and empathize with others.
- Ability to listen intently and correctly interpret messages from others and respond appropriately.

- Ability to make sound use of graphics and tables to effectively present numerical data to write technical reports, presentations, briefings, proposals, and other official documents. etc.
- Exhibit active listening skills to encourage stronger communication amongst team members and to drive employee engagement in all institutions and agencies.
- Ability to give constructive feedback, provide recognition, address shortcomings, and motivate direct reports to work at peak performance.
- Proficiency in Information Communication Technology (ICT).
- Fluency in oral and written expressions in one of the ECOWAS official languages of the Community (English, French & Portuguese). Knowledge of an additional one will be an added advantage.
- Ability to identify, organize and monitor tasks throughout to facilitate execution.
- Ability to contribute to team tasks or projects as per applicable standards and techniques and collaborate with meet deadlines.
- Ability to organize work, set priorities, and work within timelines, giving attention to details, stakeholders, indicators, and risks.
- Ability to identify, collect and assess indicators to monitor performance and to take proactive remedial action as required.
- Honest, encourages openness and transparency; demonstrates highest levels of Integrity.
- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling the OAG values.
- Holds team and partners accountable to deliver on their responsibilities without compromising on quality, and good customer relations, initiative, and independence.
- Proactive and take necessary initiatives to improve performance and apply appropriate consequences when results are not achieved.
- Knowledge of ECOWAS vision, mission, goals, institutions, sectors, programmes, projects, and activities.
- Understanding of organizational structures, management systems, strategic plans, business processes, operating procedures, and dynamics as to collaborate, participate, lead, and contribute effectively to achieve work assignments and meet performance goals.
- Knowledge of ECOWAS laws, rules, regulations, policies, culture, and operating environment and appropriately interpreting and apply same to work, coach others and collaborate with partners.
- Knowledge of internal and external factors, development trends, indicators, challenges, and opportunities as it relates to the ECOWAS agenda, programmes, and project.

#### **APPLICATION PROCEDURE AND ASSESSMENT METHOD**

- Interested and qualified candidates who meet the above requirements should submit their resume, job application form, and a cover letter and three professional references to the email address: [oagauditors@ecowas.int](mailto:oagauditors@ecowas.int)
- Shortlisted candidates shall be required to undergo a written test and subsequently an interview session.
- Successful candidates shall be subjected to further screening / background checks.
- Employment offers are contingent upon satisfactory background check.