



JOB PROFILE

JOB TITLE	Auditor, Project Inspection and Evaluation (2 Positions)
INSTITUTION	Office of the Auditor General of ECOWAS Institutions
GRADE	P3/P4
DIRECTORATE	NA
LINE SUPERVISOR	Principal Auditor, Project Inspection and Evaluation
ANNUAL SALARY	UA50,393.41 – UA57,877.97 (USD101,510.71 – USD113,319.86)
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. Deriving its mandate from the ECOWAS Council of Ministers, it is tasked to conduct Community-wide Financial Audits, Compliance Audits, Performance Audits, Investigations, and other Special Audits. The OAG structure comprises an Audit Directorate, a Directorate for Program Performance Audit, and an Internal Services Division. It is headquartered in Abuja, Nigeria.

ROLE OVERVIEW

Under the supervision of the Principal Auditor, Programme Performance Audits, the incumbent shall work as part of the Performance Audit Team to carry out audit of programmes in line with the OAG Strategic Plan, Audit Charter, and applicable professional auditing standards & guidelines. S/he shall also perform any related official work as assigned by the OAG Management.

ROLE AND RESPONSABILITIES

- Work in a team to carry out performance audit assignments in line with the OAG Strategic Documents, Annual Work Plan or any such reference plan.
- Contribute towards the identification and selection of prospective audit areas/topics through the analysis of programmes executed by ECOWAS to facilitate the regional integration agenda, environmental scan, literature reviews, and other methods adopted for that purpose.
- Assist in the planning and design of performance 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 performance auditing standards, risk management, research methodology, project management and Performance Audit Reporting.
- Apply appropriate performance audit procedures to research, gather and validate audit information and related data.
- Analyze data using appropriate tools, models, and procedures.
- Collect and document sufficient appropriate audit evidence to support conclusions and develop fair, meaningful, and timely 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. Assure Quality in line with applicable auditing standards.
- Ensure the timely completion of the audit assignments.
- Build synergy, manage work efficiently and contribute to a competent, committed, and professional team. Uphold mutual respect.
- Maintain confidentiality of information gathered, and ensure against inadvertent, premature, and unauthorized communication of audit findings and conclusions.
- Make useful input for improvement of audit procedures and programs where necessary, in line with 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.
- Perform any other task as assigned by the Supervisor.

ACADEMIC QUALIFICATIONS AND EXPERIENCE

- Minimum of a bachelor's degree or equivalent from an accredited university in the following areas of study: Agriculture, Law, Social Sciences, or Project Management.
- Additional qualification (Masters or Post-graduate degree) or professional certification in Management, Public Administration or related field will be an added advantage.
- Strong preference will be given to candidates with professional certification in Performance Audit, or Project Management,
- Minimum of 5 years of progressively responsible professional experience in the related discipline
- Experience in public administration operations through several planning cycles, implementing projects with a small team, research & information gathering, analysis & processing data, assessing outputs and outcomes against performance measures.

- Experience using a variety of research methodologies and working in program analysis, evaluation, performance measurement and reporting.
- Experience preparing high level reports and succinctly communicating detailed information.
- Experience working in teams and independently to meet project objectives and timelines.
- Experience using audit management software, enterprise risk and control systems, and project management or such softwares as TEAM-MATE, ACL, IDEA, SAP, Microsoft Projects, etc.) is desirable.

AGE LIMIT

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

ECOWAS KEY COMPETENCIES

- Knowledge of performance audit standards and program evaluation principles and practices.
- Knowledge of auditing standards, practices, procedures, and methodologies with an emphasis on performance audit.
- Demonstrated cognitive knowledge of specialized audit applications in a variety of disciplines and of best practices regarding performance standards.
- Knowledge of risk assessment and applicable financial rules and procedures particularly Governance, Risk, Compliance (GRC) tools.
- Knowledge of Internal and operational control concepts, techniques, and relationships.
- High level research and analytical skills including reviewing organizational systems, financial and economic analysis and/or process, program, and project evaluation.
- Ability to analyze program operations, policies, procedures, and control mechanisms, identify deficiencies and problem areas, and prepare appropriate recommendations for remedial action.
- Ability to apply variety of tools to identify, gather, and analyze project data; evaluate evidence and draw appropriate conclusions.
- Ability to identify, collect and assess indicators to monitor performance and to take proactive remedial action as required.
- Demonstrate critical thinking and reasoning in problem solving and decision making.
- Ability to use a variety of software applications including graphics and/or desk top publishing.
- Ability to maintain required records and respond with appropriate explanations/justification during reviews of work by Supervisor / Quality Assurance Reviewer.
- Ability to plan, coordinate, and carry out assigned tasks in a tactful, professional, and confidential manner; read, interpret, and apply relevant standards, principles, and regulations.
- Ability to build knowledge and understanding of the OAG's business and of ECOWAS sectoral areas.
- Ability to study data/information from a variety of sources, identify anomalies, trends and issues, present findings, and make recommendations.
- Ability to break down problems or processes into key parts to identify and solve gaps in service, quality assurance, compliance, and performance targets.

- Ability to analyze a situation by using indicators to assess the costs, benefits, risks, and chances for success in making decisions.
- Knowledge of and ability to apply techniques to generate creative ideas and new approaches to meeting goals.
- Ability to use evidence and research to inform policies and programs and identify relevant and appropriate sources of information, including stakeholders, regional institutions and/or internal committees.
- 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 proactively interact with clients and build strong trusting relationships based on mutual respect and regular discussions.
- 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.
- Ability to counsel, advise, consult, and guide others on matters pertaining to assigned client service responsibilities and established client service standards.
- 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 staff 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 develop and implement an individual action plan for achieving specific work goals.

- 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.
- 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: oagauditorppa@ecowas.int
- Shortlisted candidates may 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.