

Médecins Sans Frontières (MSF) is an international humanitarian aid organization that provides assistance in more than 60 countries to populations in distress, to victims of natural or manmade disasters and to victims of armed conflicts, without discrimination and irrespective of origin, religion, creed or political affiliation. To develop this work, the Finance Department is looking for an:

Internal Auditor (m/f/x)

06-08-2020

CONTEXT

Médecins Sans Frontières (MSF) is an international humanitarian aid organization that provides assistance in more than 60 countries to populations in distress, to victims of natural or manmade disasters and to victims of armed conflicts, without discrimination and irrespective of origin, religion, creed or political affiliation.

MSF runs operations around the globe through 5 Operational Centers (OCs). An International Office based in Geneva ensures the coordination between OCs. The Operational Centre Brussels (OCB) is the largest OC in the MSF movement in terms of budget and runs humanitarian actions in more than 30 countries.

MSF's financial autonomy depends heavily on the trust of donors, and the proportion of private income. Accountability and transparency are key elements of the Finance strategy that is contributing to strengthen the trust from the different stakeholders (donors, beneficiaries, employees, Board members, association members...).

The Resources Risk management & Internal audit unit is one of the 6 units reporting to the Finance Director of OCB. The mission of the Resources risk management & Internal audit unit is twofold:

- i) to support MSF in the achievement of its social mission by improving the risk management of resources across the organization. These resources refer to both tangible (funds, human resources, goods and assets) and intangible resources (services, information, data, knowledge and reputation);
- ii) to flag any compliance breach with MSF standards (policies, procedures), applicable regulations and contracts that may negatively affect MSF's resources.

The **Internal Auditor** is a member of the Resources Risk management & Internal audit unit. Under the supervision of the Resources Risk & Internal Audit Coordinator, the **main objectives** of the Internal Auditor are the following:

- to implement an **effective audit policy**,
- to coordinate, plan, carry-out, report and follow-up **risk-based Internal Audits missions**, within specified agreed timeline and with quality
- and to develop and maintain **guidelines and tools for internal auditing**, participate to the development and update of a complete system for recording, monitoring, and communicating the Organisation's internal audit program components.

JOB PROFILE

As an Internal Auditor, your main activities will be:

- **To perform field & HQ internal audits and special ad-hoc investigations:**
 - Participate to the preparation of a risk-based annual field and HQ audit plan;
 - Coordinate and carry-out audits, according to internal audit plan or on ad-hoc requests for special investigations:
 - **Audit planning:** specific risk assessment, background research, initial interviews, preparation of audit workpapers and information requests to be sent, scoping and planning meetings at both Headquarters & field level;
 - **Fieldwork:** kick-off meeting, documented audit work according to the scope of the audit and

the prepared workpapers (including interviews, detailed testing or other procedures as appropriate), proactive look for areas of improvement, advice and training on site if needed and/or solicited, debrief meeting, regular reporting to the Internal Audit Coordinator;

- **Reporting:** prepare audit report, providing documented and factual findings and value adding recommendations that are pragmatic, address root causes and lead to control/process improvement; present and discuss results and recommendations at both field and HQ level;
- Follow-up of recommendations of previous audits;
- Collaborates with other Organisations' (internal) audit staff on the development and implementation of auditing tools to enhance MSF OCB's auditing methodology.
- Collaborates with other MSF OCs to ensure coherence and integration of lessons learnt in the development of Internal Audit activities;
- Participates to audits of other OCs.
- **To participate to the promotion and development of the Resource Risk Management & Internal audit unit**
 - Assist in developing, adapting, strengthening and implementing the Resources Risk Management & Internal Audit Unit strategy;
 - Participates to internal & external communication and reporting related to the activities of the Resources Risk & Internal Audit unit;
 - Identify, analyse and sensitize MSF staff on Resources Management risks;
 - Provide support and guidance in the formulation of resources risks mitigation measures;
 - Support the organization in reinforcing its governance in terms of transversal management of key risks identified;
 - Promoting a culture and practices aiming at improving the management of resource.

CANDIDATE PROFILE

Education and professional background

- University degree in risk management, auditing, accounting, finance, public administration or law, or equivalent certification from a recognized institution or higher education institution
- At least 4 years' risk management, internal audit, internal control and/or financial control experience
- MSF experience or past professional experience in similar contexts as the ones in which MSF is active is a plus
- Willing to travel abroad, in contexts where MSF OCB is active (up to 60% of time)

Technical skills:

- Good knowledge of internal audit methodologies, resources management processes and internal control systems
- Strong analytical and synthetic skills
- Proven coordination capacities and team leadership
- Rigorous and very well organised
- Excellent written communication capacities, Good knowledge of Microsoft Office and particularly Excel
- Fluent French and English required (oral and written)

Personal qualities:

- Capacity to influence and persuade
- Ability to establish and retain positive working relationships (both within the audit team and externally) and to communicate clearly and effectively
- Capacity to work within agreed timeline

- Active listener
- Sense of diplomacy and pedagogy
- Strong cultural awareness and capacities of adaptation
- Committed to MSF values and interest for the organisation's activities
- Adherence to the MSF principles and to our managerial values: Respect, Transparency, Integrity, Accountability, Trust and Empowerment and to the MSF Behavioral Commitments.

CONDITIONS

- Open-ended contract - full time - based in Brussels (Ixelles) but with frequent travel to the field (up to 60% of the time)
- Hospital Insurance (DKV) – Complementary Retirement plan – reimbursement (100%) for public transportation costs
- Start date : 01/10/2020

Deadline for application: 23rd of August 2020

Interested candidates should send Cover Letter and Curriculum Vitae, by e-mail to Recruit.HQ.finance@brussels.msf.org with “**Internal Auditor**” in the subject or to Kristina Presis, MSF HQ Finance Department, Rue de l'Arbre Bénit 46, 1050 Brussels

Please name your application documents (CV and cover letter) with your LAST NAME. Only shortlisted candidates will be contacted.

The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your personal data. For more information, consult our [privacy notice to job applicants](#).