



## General Secretariat (GS)

Geneva, 27 January 2026

E-mail: [HRerecruit@itu.int](mailto:HRerecruit@itu.int)

To the Director-General

### **Circular letter No. 26/04**

Subject: **VACANCY NOTICE No. 2252P-2026/SG-OU/EXTERNAL/P2 "Junior Internal Auditor"**

Dear Madam, Dear Sir,

The post described in the Annex is to be filled at ITU Headquarters.

The relevant job description with the qualifications required, as well as all other useful information, is annexed hereto.

Administrations are requested to circulate vacancy notices to all potential sources of recruitment including universities, institutes, associations of engineers and the private sector as the case may be.

**I would be grateful if Administrations would invite qualified candidates and especially women candidates to apply for the above position not later than 30/03/2026 on ITU career website:**

#### **Junior Internal Auditor**

The Plenipotentiary Conference adopted the Resolution 48 (Rev. Dubai 2018), affirming that: "...when filling vacant posts by international recruitment, in choosing between candidates who meet the qualification requirements for a post, preference shall be given to candidates from regions of the world which are under-represented in the staffing of the Union, taking into account the balance between female and male staff mandated by the United Nations common system;".

Yours faithfully,

Doreen Bogdan-Martin

Secretary-General

Annexes: **VACANCY NOTICE No. 2252P-2026/SG-OU/EXTERNAL/P2 "Junior Internal Auditor"**

## Job Title: Junior Internal Auditor

### INTERNATIONAL TELECOMMUNICATION UNION

*ITU is the leading United Nations agency for information and communication technologies, with the mission to connect the world. To achieve this, ITU manages the radio-frequency spectrum and satellite orbits at the international level, works to improve communication infrastructure in the developing world, and establishes global standards that foster seamless interconnection of a vast range of communication systems.*

***ITU applies a zero-tolerance policy against all forms of harassment. ITU is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities, to apply to become a part of the organization. Achieving gender balance is a high priority for ITU.***

### Junior Internal Auditor

**Vacancy notice no:** 2252

**Sector:** SG

**Department:** OU

**Country of contract:** Switzerland

**Duty station:** Geneva

**Position number:** SG11/P2/84

**Grade:** P2

**Type of contract:** Fixed-term

**Duration of contract:** 2 years with possibility of renewal

**Recruitment open to:** External

**Application deadline (Midnight Geneva Time):** 30 March 2026

### ORGANIZATIONAL UNIT

The General Secretariat directs administrative, human and financial resources and activities of the Union, including the implementation of the provisions of the administrative regulations on operational questions, the dissemination of information on telecommunication/ICT matters for operational and other purposes, and the provision of legal advice to the whole of the Union. The General Secretariat coordinates the implementation of the Strategic Plan, monitors the telecommunication/ICT environment and recommends as needed action relating to the Union's future policies and strategy. The General Secretariat ensures inter-sectoral coordination and cooperation to advance a whole of ITU approach (One-ITU) in headquarters and the field. The General Secretariat provides logistical and information technology support to the Union's activities including conferences and global forums; the coordination of the work of the Union with the United Nations system, and other international organizations; and the engagement of the Member States, Sector Members, and Academia. The General Secretariat manages corporate governance, and strategic communications and relations with the media, different stakeholder groups as well as the general public.

The mission of the OU is to provide independent and objective audit, investigation and evaluation services designed to add value and improve the Organization's operations and to enhance the integrity and reputation of the Organization across the whole ITU. The OU assists -in an independent manner- the ITU Secretary-General in the fulfilment of management, oversight and integrity responsibilities. The OU respects the federal structure of the ITU as enshrined in the Constitution and Convention and works with the three Bureaux in a cooperative manner. The OU is headed by a Chief of Oversight. The Oversight Unit enjoys functional and operational independence in performing its duties.

## DUTIES AND RESPONSIBILITIES

The incumbent reports directly to the Senior Internal Auditor and:

- Prepares or contributes to the preparation of work plans (including risk assessments) and audit programs for assurance and/or advisory assignments.
- Conducts preliminary discussions with the heads of audited operations
- Conducts - in accordance with the IIA Global Internal Audit Standards - segments of financial, operational and compliance audits of complex operations, as well as similar audits of small and medium - sized operations.
- Obtains and requests information directly or indirectly through examination of records or interviews with staff.
- Reviews and evaluates the system of management controls for the processes audited, assesses their adequacy and effectiveness, and, where appropriate, drafts potential recommendations for improvement.
- Prepares working papers to document the work performed.
- Drafts segments of the reports and communications on the results of work performed, for review by the Senior Internal Auditor or the auditor in-charge.
- Participates in the follow-up of internal audit recommendations.
- Performs other related duties as assigned.

## CORE COMPETENCIES

Applying Expertise; Effective Communication; Learning and Knowledge Sharing; Organizational Commitment; Results-Focused, and; Teamwork and Collaboration.

## FUNCTIONAL COMPETENCIES

Analysis, Judgement and Decision Making  
 Client and Service Orientation  
 Innovation and Facilitating Change  
 Networking and Building Partnerships  
 Planning and Organising

## TECHNICAL COMPETENCIES

- Proficiency in standard office software and understanding of core IT systems.
- Familiarity with Enterprise Resource Planning (ERP) systems, specifically SAP.
- Ability to work within the International Professional Practices Framework (IPPF/IIA Standards) and the International Public Sector Accounting Standards (IPSAS).
- Capacity to design, evaluate, and monitor internal controls and Enterprise Risk Management (ERM) frameworks.
- Familiarity with the use of data analytics and automated audit tools (e.g., ACL, IDEA, TeamMate Analytics) to enhance audit efficiency and coverage.
- Knowledge of forensic auditing techniques.
- Familiarity with the procedures and systems of the United Nations or comparable institutions.

## QUALIFICATIONS REQUIRED

### **Education:**

University degree in business administration, accounting, finance or related field OR education in a reputed college of advanced education, with a diploma of a standard equivalent to a university degree in one of the fields above. A professional certification in auditing, such as CIA, or in a related oversight field is an advantage.

### **Experience:**

At least three years of progressively responsible experience in auditing/controlling or closely related field. An advanced degree in a related field can be considered as a substitute for one year of work experience.

A doctorate in related fields can be considered as a substitute for two years of work experience. Experience in public sector administration or internal auditing is an advantage.

**Languages:**

Knowledge of one of the six official languages of the Union (Arabic, Chinese, English, French, Russian, Spanish) at advanced level and knowledge of a second official language at intermediate level. Knowledge of a third official language would be an advantage. (Under the provisions of Resolution No. 626 of the Council, a relaxation of the language requirements may be authorized in the case of candidates from developing countries: when candidates from such countries possess a thorough knowledge of one of the official languages of the Union, their applications may be taken into consideration).

## **BENEFITS AND ENTITLEMENTS**

**Salary:**

Total annual salary consists of a net annual salary (net of taxes and before medical insurance and pension fund deductions) in US dollars and a post adjustment (PA) (cost of living allowance). The PA is variable and subject to change without notice in accordance with the rates set within the UN Common System for salaries and allowances.

Annual salary from \$ 55,163 + post adjustment \$ 49,647

Other allowances and benefits subject to specific terms of appointment, please refer to: [What We Offer](#)

## **INFORMATION ON RECRUITMENT PROCESS**

Please note that all candidates must complete an on-line application and provide complete and accurate information. To apply, please visit the ITU [Careers](#) website. The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview. ITU uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates. Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided. Messages originating from a non ITU e-mail account - @itu.int - should be disregarded. ITU does not charge a fee at any stage of the recruitment process.