

## **JOB VACANCY ANNOUNCEMENT**

### **AUDITOR**

The U.S. Agency for International Development/Office of the Regional Inspector General has immediate need for an Auditor.

The successful candidate will operate within the Asia region and the Pacific Islands nations, conduct assigned audits of USAID's financial, program, and management activities to determine compliance with laws and regulations, financial viability and integrity, efficiency of operations, and effectiveness in achieving objectives. The job requires participation as a full member of an Audit team or at the discretion of the Regional Inspector General, as the Auditor-In-Charge on selected audits.

The position's duties and responsibilities include: surveys entities to be audited to determine aspects most appearing to require audit and determines the scope of the audit; develops detailed audit programs, planning and scheduling elements to be examined and precise steps to be followed in conducting audit; reviews applicable laws, regulations, procedures, contractual provisions, reports and other relevant material; collects and verifies data relative to financial transactions, programming and planning, procurement practices, inventory controls, project implementation and monitoring, and other aspects of the entity's organization and operations; contacts necessary levels of USAID organization and personnel as well as appropriate officials of the governments of host countries and of public and private organizations to obtain and verify information; travels within the Asia and Pacific Islands regions to conduct quality control review and other related audit functions; analyzes data collected to determine whether applicable laws, regulations and program requirements are observed, whether resources are properly utilized, whether accounting and control systems are adequate and financial reports accurate and timely, whether entity is efficiently managed and is achieving objectives; and other aspects of organization and operation; develops working papers and other supporting documentary evidence; prepares well-written draft reports presenting audit findings, conclusions and recommendations for review by supervisor; confers with senior USAID officials to discuss audit findings and recommendations; and, follows up on related audit recommendations and assesses appropriateness of corrective actions taken by audited entities.

The candidate must meet the following Evaluation Criteria:

- \* Education (10%) Must possess a university degree in accounting, finance or business administration.
- \* Work Experience (20%) Must have a minimum of five years progressively responsible experience in professional accounting or auditing. Three years of this experience must have been gained from working in a position in a related occupation, within a U.S. Government organization, host government organization, in an English-language work environment.
- \* Job Knowledge (25%) The incumbent must have demonstrated knowledge and understanding of professional auditing standards, theories, practices and terminology, and of the principles and accepted practices of government and business accounting. A thorough knowledge of the ability to quickly gain such knowledge of: 1) applicable U.S. laws and host country requirements of USAID programs, goals, and objectives; 2) USAID financial regulations and procedures and USAID organization and operations; and 3) information systems and using computer-aided auditing techniques.
- \* Skills and Abilities (25%) Must have a keen analytical ability and be capable of exercising sound independent judgment. Must have the ability to: (1) delve through masses of difficult and possibly conflicting materials to find relevant information, and, (2) evaluate thoroughly the audit implications of relevant data. Must have the ability to present facts and recommendations in a clear, concise manner. Must be able to deal effectively with senior officials in the audit process and in presenting and defending recommendations. Must have ability to use various standard computer software in developing audit documentation and reports (Excel, Word, PowerPoint, etc.).
- \* Communication and Computer Skills (20%) Excellent command of English (both in written and oral form). Ability to develop and deliver professional quality reports and presentations. Writing skills are required to prepare regular and ad hoc reports presenting audit findings, conclusions and recommendations. Computer literacy is essential, including competency in word processing and the use of spreadsheet programs.

The compensation package includes mid-year and year-end bonuses, health and life insurance, and a supplementary retirement plan. The salary will be negotiated based on a combination of the candidate's salary history and of the organization's pay plan.

*Note:*

- *This position is open for Philippine local residents only.*
- *USAID reserves the right to reject any and all applicants. Only short-listed candidates will be notified.*

**Application letter and comprehensive resume must be received no later than  
April 24, 2015 via email at [aidmnlhr@usaid.gov](mailto:aidmnlhr@usaid.gov).**