

IEA # 613

## Internal Audit Trainee (Local or International)

**Reports to:** Head of Internal Audit Unit

**Location:** Cairo, Egypt

**Advertisement Date:** 21 August 2019

**Closing date:** 20 September 2019  
(or until the position is filled)

### Main purpose of position

Would you like to get experience in Internal Audit, Governance, Compliance, and Risk Management? Do you have a passion for agriculture research for development? Do you want to have an experience working with an international public sector organization?

We are currently seeking for young and dynamic individuals who are interested in an exciting Internal Audit Traineeship. The trainee will learn-by-doing experience with our organization to contribute to the enhancement of the capacity of our internal audit, governance and risk management functions, and organizational learning. The trainee will be involved in problem-solving tasks/assignments to effectively deliver the IA strategy and operational plan for the period 2019 to 2021. Their work would include research on audit topics that are relevant and useful for ICARDA, help with the design of audit program, and benchmarking studies, among others. He or she will also be required to directly help with audit assignments. This position provides excellent prospects for a bright and hard-working individual interested in career in an international public sector. Applicants should be able to commit at least 15 hours per week to working with the IAU. The Internal Audit Trainee, is based at our office in Maadi, Cairo, Egypt, and reports to the Head of Internal Audit Unit.

### About ICARDA

The International Center for Agricultural Research in the Dry Areas (ICARDA) is an international autonomous, non-profit, research organization supported by the Consultative Group on International Agricultural Research (CGIAR).

ICARDA's mission is to reduce poverty, enhance food, water and nutritional security, as well as environmental health in the face of global challenges including climate change. We do this through innovative science, strategic partnerships, linking research to development and capacity development that take into account gender equality and the role of youth in transforming the dry areas. ICARDA works in partnership with governments, universities, civil society, national agricultural research organization, other CGIAR research Centers, and the private sector. With its temporary Headquarters in Beirut, Lebanon, ICARDA operates in regional and country offices across Africa, Asia and the Middle East. For more information: [www.icarda.org](http://www.icarda.org)

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### **Main tasks will include:**

Under the direct supervision of the Head of the Internal Audit Unit, the trainee will be responsible for the following duties:

- Assist in developing risk-based audit programs for the conduct of audits at HQ and field offices on a variety of areas/topics;
- Conduct research on significant audit topics including but not limited to internal control frameworks, risk management frameworks;
- Carry out general internal audit business and administrative duties including improving report templates submitted to the management and the board of trustees;
- Document test-works and results in the Internal Audit Management System (MK Insight);
- Contribute to the execution of audits by the audit teams;
- Help coordinate the planning of audit fieldwork;
- Conduct follow-up on the implementation of audit recommendations;
- Draft and edit audit reports to clients;
- Using Business Intelligence platforms improves communication reports to Management and the Finance and Audit Committee

### **SKILLS AND EXPERIENCE**

#### **Essential qualifications and competencies**

- Recently completed an undergraduate degree or graduate degree in Business Administration/Management, Accounting or Public Administration or its equivalent experience or Business Informatics with keen interest on internal audit, program management/evaluation, risk management, and governance;
- Advanced computer skills in Microsoft Office Suite (Excel, Word, Powerpoint) with strong ability to quickly learn new software, including audit management software;
- Strong motivation to learn new knowledge and methods on a practical and research question-oriented basis;
- Excellent written and verbal communication in English
- Excellent interpersonal skills and ability to work effectively in a multicultural and multinational team.
- Interest in learning about governance, risk management, compliance, and internal audit and in work in international organization or international NGO
- However, the applicants must have academic, technical or hands-on expertise dealing with essential information management (particularly in data management), basic statistics and survey methods, internal control/risk management frameworks and report presentation among others.

#### **Terms of appointment**

The position is based at ICARDA in Maadi, Cairo, Egypt. The trainee will be paid a small stipend.

The initial agreement will be offered for a minimum of three months, working at least 15 hours per week, with the possibility of extension.

Only short-listed candidates will be contacted further. The successful candidate should be available to commence work as soon as possible.

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### **How to apply**

Please apply online at [www.icarda.org/iea/](http://www.icarda.org/iea/) by 20 September 2019.

**ICARDA is committed to increasing women representation in its workforce and strongly encourages applications from qualified women.**

**Applications will be acknowledged, but only shortlisted candidates will be contacted.**