



Audit Assistant

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| Contract type | Secondment | Duty station | Songdo, Incheon - Korea |
| Unit | Office of the Internal Audit | Number of posts | 1 |
| Reporting to | Internal Audit Supervisor | Vacancy code | GCF/Secondment/09 |

Position description

The Audit Assistant will provide operational support to the Office of the Internal Auditor. S/he will have the opportunity to learn and expand her/his experiences by providing assistance in the performance of internal audits at the Green Climate Fund.

Duties and responsibilities

- Support internal audit engagements at the Green Climate Fund;
- Support advisory engagements performed by the Office of the Internal Auditor; and
- Carry out other tasks as may be assigned by the Head of Office or other staff within the Office.

Expected experience and qualifications

- Enrolled or about to enroll in technical qualification in accounting or audit;
- Ability to work under pressure and contribute to teamwork;
- Good interpersonal skills, and cultural sensitivity in communicating with all levels of staff, both orally and in writing;
- Understanding of and commitment to confidentiality;
- Proficiency in using standard software programs: MS Word, Excel, PowerPoint and Outlook;
- Excellent writing and presentation skills;
- Good understanding and experience in operations of international organizations is an advantage; and
- Excellent written and oral communication skills in English are essential for this position; knowledge of another UN language an advantage.