Join CIFOR-ICRAF and make a difference!

Project Auditor - Donor Compliance (Ref. No. 2348)

Internal Audit

The Center for International Forestry Research (CIFOR) and World Agroforestry (ICRAF) envision a more equitable world where trees in all landscapes, from drylands to the humid tropics, enhance the environment and well-being for all. CIFOR and ICRAF are non-profit science institutions that build and apply evidence to today’s most pressing challenges, including energy insecurity and the climate and biodiversity crises. Over a combined total of 65 years, we have built vast knowledge on forests and trees outside of forests in agricultural landscapes (agroforestry). Using a multidisciplinary approach, we seek to improve lives and to protect and restore ecosystems. Our work focuses on innovative research, partnering for impact, and engaging with stakeholders on policies and practices to benefit people and the planet. Founded in 1993 and 1978, CIFOR and ICRAF are members of CGIAR, a global research partnership for a food secure future dedicated to reducing poverty, enhancing food and nutrition security, and improving natural resources.

CIFOR-ICRAF is looking for a:

Project Auditor - Donor Compliance

Overview

The Project Auditor is responsible for providing financial and administration oversight, quality assurance and support to ensure compliance with donor policies/requirements. This position will focus on conducting independent audits and assessments to ensure that projects and programs are implemented in accordance with the requirements of donor agreements and CIFOR-ICRAF internal policies. The Internal Audit Project Auditor (Donor Compliance) will collaborate with project teams, finance teams, and other stakeholders to identify compliance risks, recommend improvements, and contribute to the effective management of donor-funded projects.

Summary of responsibilities

The Project Auditor is responsible for:

Donor Compliance Audits:

- Conduct comprehensive audits and reviews of projects and programs to ensure compliance with donor agreements, conditions, and regulations.
- Evaluate the adequacy and effectiveness of internal controls related to donor funding and compliance requirements.
- Identify and assess risks associated with donor compliance and develop appropriate audit procedures to mitigate these risks.
- Verify the accuracy and completeness of financial reports, budget utilization, and expenses incurred in accordance with donor guidelines.

Policy and Procedure Compliance:

- Review and assess project team policies and procedures to ensure alignment with donor requirements.
- Recommend improvements to policies and procedures to enhance compliance and minimize risks.
• Provide guidance and support to project teams in interpreting and implementing donor guidelines and conditions.

**Reporting and Communication:**
• Prepare audit reports summarizing findings, recommendations, and management responses related to donor compliance.
• Communicate audit results and compliance issues to project teams, finance teams, and other stakeholders.
• Collaborate with stakeholders to develop action plans and ensure timely implementation of corrective actions.

**Risk Management and Mitigation:**
• Assist in the identification and assessment of compliance risks associated with donor funding at the project level
• Contribute to the development of risk mitigation strategies and action plans.
• Monitor and follow up on the implementation of risk mitigation measures.

**Documentation and Record Keeping:**
• Maintain accurate and up-to-date records of audit work papers, reports, and correspondence related to donor compliance audits.
• Ensure compliance with document retention policies and procedures.

**Other Responsibilities**
• Perform any other tasks assigned by the Internal Audit Director.

**Requirements**
*Education, knowledge and experience:*
• Bachelor's Degree or equivalent in Business or Accounting
• Professional qualification in ACCA, CIA, CA, or similar professional qualification
• Minimum of 5 years' experience related to project management, finance, and audit. Experience auditing INGOs is a plus.
• Strong understanding of donor funding guidelines, regulations, and compliance requirements.
• Strong interpersonal communications skills including verbal, written & presentation to effectively collaborate with project teams, finance teams, and other stakeholders

*Personal attributes and competencies:*
• Ability to work independently and demonstrate attention to detail, accuracy, and quality awareness.
• Should demonstrate a pro-active attitude and willingness to learn and work in teams.
• Attention to detail and ability to work independently while managing multiple tasks and deadlines.

**Terms and conditions**
• This is a Local position. CIFOR-ICRAF offers competitive remuneration in local currency commensurate with skills and experience.
• The initial appointment will be for 2 (two) years, inclusive of a six-month probationary period, with the possibility of extension contingent upon performance, continued relevance of the position and available resources.
• The duty station will be in New Delhi, India.
Application process

- The application deadline is **30 July 2023**.
- We will acknowledge all applications but will only contact short-listed candidates.

To apply, please visit our career site at:
http://www.cifor.org/careers and https://www.worldagroforestry.org/working-for-icraf

To learn more about CIFOR-ICRAF, please visit our websites at:
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**CIFOR-ICRAF promotes Gender Diversity – Applications from women professionals are encouraged.**

**CIFOR-ICRAF is an equal opportunity employer. It fosters a multicultural work environment that values gender equality, teamwork, and respect for diversity.**