



**INTOSAI
PSC**

Professional
Standards
Committee

www.psc-intosai.org

Job profile – Technical Support Function officers and manager

What are we looking for?

The PSC is looking to replace one TSF officer by either one full-time member of staff or several part-time members of staff.

You will work under the authority of the TSF manager and the PSC Secretariat. Your initial commitment to the TSF will be for one year renewable.

TSF officers may be asked to contribute to the following tasks:

Proposals for new / revised / or withdrawing pronouncements

- conduct research and technical analyses to support the approval of project proposals or exposure drafts,
- organise comments on the exposure phase for draft pronouncements, including making an initial evaluation whether comments were analysed appropriately by the working group to support the approval of the endorsement version,
- manage the process on the ISSAI website,
- provide language and consistency revision to drafts produced in English.

Communication and dissemination of information

- Manage communications and communication tools, such as websites, newsletters and community fora.

The INTOSAI's Strategic Development Plan (SDP)

- Provide technical support on the formulation of proposals for the SDP,
- Provide technical support in processes relating to the approval and revision of the SDP.

Plus any other tasks as required, including attendance and presentations at stakeholder meetings

Qualities we will look for in all candidates

Commitment to public service

Candidates will demonstrate a high level of commitment to the public interest and will not be motivated by regional, national or special interests of any kind. We will expect successful recruits to remain consistently focused on maintaining or improving the integrity of public audit and the standards held by INTOSAI.

Level of contribution and work quality

Candidates will consistently provide high quality work in terms of diligent research, technical aptitude and the ability to place such information in the context of the professional environment or other factors such as economic, political or commercial conditions.

Communication and Teamwork

As the TSF has staff from different countries and organisations and working in a different environment, they should have the necessary teamwork skills and flexibility to overcome cultural differences and be able to deliver the work to a consistently high quality.

In any international organisation, good cooperation and communication skills are imperative. Whilst the Technical Support Function will be directly managed by the PSC Secretariat, the TSF staff will be involved in activities related to a diversity of INTOSAI bodies, such as subcommittees, working groups and the FIPP. Thus, it is important that the candidates possess the communication skills to engage effectively with different actors at different levels in their organisations.

Knowledge of rules and procedures in INTOSAI

It is important that the candidates are familiar with the INTOSAI due process for professional pronouncements. Knowledge of other rules and procedures that govern the work of INTOSAI and its committees would be an advantage.

Professional experience

The PSC is interested in receiving nominations from both practitioners and non-practitioners (including professional auditors / finance professionals) currently working in supreme audit institutions which are (full, affiliate or associate) members of INTOSAI.

Staff will be recruited on a secondment model whereby their current employer undertakes to continue to pay their salary for the period(s) of their recruitment. It is thus essential that candidates obtain prior authorisation from their SAI before applying.

Candidates will ideally possess the following attributes:

- practical experience in standard setting for auditing (within INTOSAI or similar bodies);
- practical experience in one or more types of audit (financial, compliance and performance);
- a strong understanding of the operation of standard setting frameworks in the auditing profession;
- a clear desire to work towards the improvement of standards applied by the auditing profession;
- experience in international relations; and
- strong communication/strategic skills.

For operational reasons, proficiency in English (both written and oral) is essential, and a good working knowledge of the other INTOSAI languages would be an advantage.

Equal opportunities

We accept applications on merit only and without discrimination on any grounds.

Application procedure

Appointments made to the TSF will take effect from 1 April 2021 and will be for an initial period of one year (renewable).

To apply, candidates must submit the following documents to the secretariat of the Professional Standards Committee at psc@tcu.gov.br, no later than 28 February 2021:

1. nomination form (template attached), duly signed by the candidate and the head of the SAI;
2. motivation letter explaining the main reasons why the candidate wants to be a TSF officer and how her/his background and professional experience can constructively contribute to the work of the TSF (no more than 400 words);
3. curriculum vitae.

Based on the analysis of the documentation, suitable candidates will be interviewed during March 2021 by representatives of the PSC. The responsible body for the final selection of candidates is the PSC Chair, who will consult the CBC, KSC and FIPP Chairs before making the final selection.

If you have any questions in relation to this job profile or the attached documents, or would like to chat informally about any aspect of the TSF, you are more than welcome to email the PSC Secretariat at: psc@tcu.gov.br *or* eca-psc@eca.europa.eu

NOMINATION FORM

INTOSAI Technical Support Function (TSF)

Surname / Family name:	First name:
Mr <input type="checkbox"/> Ms <input type="checkbox"/>	
SAI/organisation:	
Are you interested in a full-time or part-time contribution? Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>	
If part-time, what proportion of your time (%)?	
Educational background:	
Experience in:	Type of experience:
Financial audit	<input type="checkbox"/>
Performance audit	<input type="checkbox"/>
Compliance audit	<input type="checkbox"/>
Other specialist streams of audit (IT, environmental, service performance, etc.)	<input type="checkbox"/>
Development of audit methodology	<input type="checkbox"/>
Management responsibilities for audits	<input type="checkbox"/>
Standard setting on national or international level	<input type="checkbox"/>
International cooperation	<input type="checkbox"/>
Other relevant experience	<input type="checkbox"/>
Nominated by (SAI, INTOSAI Working Group, etc):	
Authorisation by employer	Date:
Signed by:	
Please return the form to psc@tcu.gov.br no later than 28 February 2021.	