



INTOSAI
PSC

Professional
Standards
Committee

Job profile – Technical Support Function officers and manager

What are we looking for?

The PSC is looking to staff its newly established Technical Support Function (TSF), whose aim will be to support INTOSAI's standard setting activities. We are recruiting two Technical Support Function officers and one manager who will be responsible for managing the TSF team.

The TSF will function initially as a distance-based support service. Thus, you will work under the direct authority of the PSC but continue to be based at your current place of employment under the same terms and conditions as at present. The TSF move to a physical host at a later date if and when circumstances allow. Your initial commitment to the PSC will be for [one year renewable]

The TSF 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; and
- 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, and
- 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 in no way be inappropriately motivated by regional interests, national interests or special interests of any kind, whether related to specific professional or commercial concerns. 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 both 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 will be comprised of staff coming 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 properly.

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 FIPP, subcommittees and working groups. Thus, it is important that the candidates possess the communication skills to engage effectively with different actors at different levels in their organisation.

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 is also a plus.

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;
- 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 a plus.

TSF manager

For candidates wishing to apply for the position of TSF manager *in addition* to the above, you should be able to manage our team and provide them with effective guidance. You will be responsible for supervising, managing and motivating team members on a daily basis.

You should have a proven track record as a team leader or supervisor and have excellent leadership, organisational and time-management skills.

As a team leader, you will be the contact point for all team members, so your communication skills should be excellent especially when dealing with others e.g. giving feedback, updating others on the status of your work, outlining goals and expectations. You should also be able to act proactively to ensure smooth team operations and effective collaboration, and show confidence in extremely challenging circumstances e.g. situations where key milestones are threatened.

Responsibilities

You will ensure that any work allocated to the TSF is carried out to a high quality and within the agreed deadlines. In doing so, you will

- Create an inspiring team environment with an open communication culture;
- Set clear team goals;
- Delegate tasks and hold people to account for delivery;
- Oversee day-to-day operations;
- Monitor team performance and report to the PSC secretariat;
- Motivate team members;
- Listen to team members' feedback and resolve any issues or conflicts.

Equal opportunities

We accept applications without discrimination on any grounds.

Application procedure

Appointments made to the TSF will take effect from [DATE] and will be for an initial period of [xxx] years.

To apply, candidates must submit the following documents to the Professional Standards Committee Secretariat at [email address] no later than [DATE] (incomplete or late applications will not be accepted):

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 / manager how his/her background and professional experience can better contribute to the work of the TSF (no more than 400 words);
3. Curriculum vitae.

Based on the analysis of the documentation, at least [x] candidates will be interviewed 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, please contact the PSC secretariat at [email address].

NOMINATION FORM

INTOSAI Technical Support Function (TSF)

Surname:	First name:
Mr <input type="checkbox"/> Ms <input type="checkbox"/>	Position:
SAI/organisation:	
Which position are you applying for? TSF officer <input type="checkbox"/> TSF manager <input type="checkbox"/>	
Educational background:	
Experience in:	Summary description of practical 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"/>
For TSF manager applicants – relevant leadership / management experience	<input type="checkbox"/>
Nominated by (SAI, INTOSAI Working Group, etc):	
Signed by: (employer)	Date:
Please return the form to [email] no later than [DATE].	