

WIPO Coordination Committee

Eighty-Second (54th Ordinary) Session
Geneva, July 6 to 14, 2023

APPOINTMENT OF THE DIRECTOR, INTERNAL OVERSIGHT DIVISION (IOD)

Document prepared by the Secretariat

1. It is recalled that the WIPO Internal Oversight Charter appended to the Financial Regulations and Rules of the World Intellectual Property Organization (WIPO) (Annex I) states as follows:

"I. APPOINTMENT, PERFORMANCE APPRAISAL AND DISMISSAL OF THE DIRECTOR, IOD

"51. The Director, IOD, shall be a person with high qualifications and competence in oversight functions. The recruitment of the Director, IOD, shall be based on an open, transparent international selection process to be conducted by the Director General in consultation with the IAOC.

"52. The Director, IOD, shall be appointed by the Director General after endorsement by the IAOC and the Coordination Committee. The Director, IOD, shall have a non-renewable fixed term of office of six years. On completion of the fixed term of office he/she shall not be eligible for any further employment in WIPO. Steps should be taken, where possible, to ensure that the start of the terms of the Director, IOD, should not be the same as that of a new External Auditor.

"53. The Director General may dismiss the Director, IOD, only on specific and documented grounds and after endorsement by the IAOC and the Coordination Committee.

"54. The performance appraisal of the Director, IOD, shall be made by the Director General after receiving input from and in consultation with the IAOC."

2. The post of Director, Internal Oversight Division (IOD), became vacant on February 1, 2023, due to the completion of the incumbent's non-renewable fixed-term tenure in January 2023. Noting that steps should be taken, where possible, to ensure that the start of the terms of the Director, IOD, should not be the same as that of a new External Auditor, the position was advertised initially on February 28, 2022, but the competition was later cancelled due to an insufficient pool of suitable candidates.
3. The post was re-advertised widely between November 4, 2022 and December 8, 2022, including on the Organization's career portal and Internet outreach platforms. The Vacancy Announcement (VA) was also shared with Member States. A total of 188 applications were received (148 were male and 40 were female candidates).
4. Following screening by the Human Resources Management and Department (HRMD), 64 candidates were assessed to meet the minimum requirements as stipulated in the VA and included on the longlist. Based on the post requirements and the explanations provided thereon, the Appointment Board shortlisted nine candidates (six males and three females). In terms of geographic diversity, the shortlisted candidates represented nationalities from Africa, Asia, and Europe. The Board agreed to administer a written test and asynchronous video interviews in order to assess the candidates' technical knowledge in line with the requirements for the role.
5. Based on the assessments and interviews, the Appointment Board concluded that three candidates fulfilled the requirements of the position and thus a recommendation was submitted to the Director General for his consideration. After careful review of the Board's Report and the dossiers of the candidates, as well as his own interview conducted with the preferred candidate, the Director General proposes Ms. Julie (Juliana) Nyang'aya, national of Kenya, for appointment to the post of Director, IOD.
6. In accordance with paragraph 52 of the WIPO Internal Oversight Charter, the Independent Advisory Oversight Committee (IAOC) was also briefed and consulted on the job content and on the recruitment process at its sessions in 2022 and 2023 and endorsed the nomination of the candidate proposed by the Director General.
7. Ms. Julie Akinyi Nyang'aya holds a Master's Degree in Business Administration (MBA), a Bachelor's Degree in Accounting, and several certifications (Information Systems Auditor, Fraud Examiner, Public Accountant, and Global Reporting Initiative Sustainability Professional). She has worked for Deloitte and Touche LLP, as Partner in Kenya from 2007 to present, and as Senior Manager in the United States of America from 2004 to 2006. She displayed relevant knowledge of United Nations (UN) organizations, their governance, regulations and rules, associated risks and controls. She has led complex audit, investigations and advisory activities, and demonstrated significant experience leading relevant teams. Copies of the VA and Ms. Nyang'aya's *curriculum vitae* are both attached (Annex I and II, respectively).

8. *The WIPO Coordination Committee is invited to take note of the information contained in paragraphs 1 to 7 above and to endorse the appointment of Ms. Nyang'aya as Director, Internal Oversight Division (IOD) for a non-renewable period of six years.*

[Annexes follow]

CURRICULUM VITAE OF MS. JULIE NYANG'AYA

National of: Kenya

Education

2000 – 2001 M.B.A. Master of Business Administration, University of Nairobi, Kenya

1990 – 1993 B.Com. Bachelor of Commerce in Accounting, University of Nairobi,
Kenya

Certifications

2022 Certified Sustainability Professional, Global Reporting Initiative (GRI)

2021 Certified Fraud Examiner (CFA), Association of Certified Fraud
Examiners (ACFE)

2021 Certified Information Systems Auditor (CISA), Information Systems Audit and
Control Association (ISACA)

1997 Certified Public Accountant (CPA), Registration of Accountants Board
Kenya

Work Experience

2007 – Present Partner, Deloitte & Touche LLP, Nairobi, Kenya

2004 – 2006 Senior Manager, Deloitte & Touche LLP, New York, United States of
America

[Annex II follows]

Staff Recruitment [Cliquer ici pour consulter la liste des offres d'emploi en français.](#)

Director, Internal Oversight Division - 22285-FT

Sector of the Director General

Grade - D1

Contract Duration - ** Non renewable fixed-term of six years

Duty Station CH-Geneva

Posting Date 04-Nov-2022 Application Deadline : 01-Dec-2022

**** The Director, IOD, will be appointed for a non renewable fixed-term of six years. S/he shall not be eligible for any future employment in WIPO.**

1. Organizational Context

a. Organizational Setting

The post is located in the Internal Oversight Division (IOD). IOD serves to assess in an independent manner, WIPO operations and activities based on risks and relevance to WIPO management and constituencies with a view towards promoting economy, efficiency, effectiveness and impact of the Secretariat's work. IOD provides stakeholders assurance on the adequacy and effectiveness of WIPO's governance, risk management, and control processes through the conduct of independent and objective oversight activities; to conduct audits; evaluations; advisory assignments; and investigations into allegations of wrongdoing and misconduct; and to facilitate the adoption and implementation of best practices related to assurance and oversight.

b. Purpose Statement

The main role of the Director, IOD is to contribute to the efficient management of the Organization and the accountability of the Director General to the Member States. S/he is responsible for providing leadership, direction and management for the oversight functions of IOD, namely, internal audit, investigation and evaluation, including the direct supervision of senior Section heads, and ensuring oversight is focused on added value to the Organization.

c. Reporting Lines

Reporting administratively to the Director General, the Director, IOD, works in accordance with the provisions of WIPO's Internal Oversight Charter and has functional and operational independence in the conduct of his/her duties, with the authority to initiate, carry out and report on any action, which s/he considers necessary to fulfil his/her mandate. In the exercise of his/her duties, s/he takes advice from the WIPO Independent Advisory Oversight Committee (IAOC) who shall provide input into the annual performance exercise.

2. Duties and Responsibilities

The incumbent will perform the following principal duties:

a. Provide strategic vision, leadership and direction through the creation and promotion of medium- and long-term strategies, policies and frameworks, promoting continuous improvement and added value within the Organization through the integration of oversight findings, lessons learned and recommendations into policy, strategy and program formulation and implementation.

- b. Ensure the work of IOD conforms to generally accepted international auditing, investigation and evaluation standards, principles, guidelines and best practices within the scope of the WIPO internal oversight mandate
- c. Provide the Director General, Member States, General Assembly and management at large with independent, objective assurance, advice and reporting designed to add value to and improve WIPO's operations as well as emphasize transparency; support WIPO in accomplishing its objectives by bringing a systematic, disciplined and objective approach to assess and improve the efficiency and effectiveness of WIPO's operations, internal control framework, risk management, results-based management and governance processes.
- d. Prepare an annual-, risk-, priority- and added value-based oversight plan which will deliver the services and outputs required by WIPO, in consultation with the Director General and the External Auditor. Identify and evaluate significant exposure to risk and develop criteria for effective risk assessment in pursuit of business initiatives.
- e. Develop and maintain a quality assurance/improvement program covering all aspects of internal audit, evaluations and investigations including periodic internal and external reviews and ongoing self-assessments.
- f. Review and appraise the reliability, effectiveness and integrity of the Organization's internal control mechanisms, organizational structures, systems and processes, and the effective, efficient and economical use, and the safeguarding of human, financial and material resources of the Organization, ensuring WIPO resources are being used for the purposes intended in an efficient and effective manner.
- g. Direct the Division's portfolio of work and exercise strategic asset management, developing capacities and insights to flexibly deploy resources into value added activities and away from areas without comparative advantage. Assume responsibility for the collective results of the Sections in the Division and ensure appropriate controls for monitoring and reporting, performance management, motivation of staff and other appropriate measures for the optimal utilization of resources.
- h. Seek advice from the Independent Advisory Oversight Committee (IAOC) on oversight policies and oversight manuals, on the oversight strategies and work plans, and report quarterly to the IAOC on progress made in implementing the annual work plan and on the follow-up of oversight recommendations.
- i. Represent the Organization at high-level meetings within the UN common system organizations, internal and external oversight entities, Member States structures, multilateral financial institutions and other international organizations including to strengthen collaboration and joint programing in view of the UN Sustainable Development Goals.
- j. Perform such other related duties as assigned.

3. Requirements

Education (Essential)

Advanced university degree (Masters level) in Business Administration, Public Administration, Audit, Law, Finance, Accounting or other relevant field.

One or more professional certification(s) from a recognized auditing or accountancy body (CA, ACCA, CPA, CIA, CFE, CPM, CISA or equivalent).

Experience (Essential)

At least 15 years of progressively responsible professional experience in two or more of the following audit, evaluation and/or investigation, management advisory services, business process improvement, organizational governance and oversight and risk management of which at least five years at senior management and policy making level in an international environment or in the private sector.

Language (Essential)

Excellent written and spoken knowledge of English.

Language (Desirable)

Good knowledge of French or other official UN languages.

Job Related Competencies (Essential)

Strategic vision to drive and influence oversight reforms; proven ability to innovate and conceptualize complex issues and formulate strategic, realistic, risk informed recommendations for addressing problems.

Sound knowledge of international auditing and accounting standards, corporate governance, risk management internal control practices, and evolving best practices, as well as investigative processes.

Demonstrated ability to understand the Organization's business strategies and context.

Sound understanding of enterprise solutions, data analytics and digital auditing tools/technologies; ability to drive strategies that leverage technology.

Proven ability to lead and manage diverse teams of experts, with strong skills in inclusive leadership, team building and motivation.

Excellent judgment with proven ability to handle complex interrelated and/or sensitive and critical issues; strong analytical and problem-solving skills.

Ability to skillfully manage potentially contentious interactions; deliver difficult messages with integrity in a multi-cultural environment with sensitivity and respect for diversity; take decisions under pressure and work under tight deadlines.

Demonstrated high level of diligence, responsibility, integrity, objectivity, and fairness, with the ability to handle confidential and sensitive material and exercise initiative, discretion and sound, expert judgment.

Excellent communicator with strong interpersonal, public speaking and presentation skills.

Job Related Competencies (Desirable)

Familiarity with either international organizations, including in the United Nations common system, or the private sector and with intellectual property administration.

Strong knowledge of United Nations system policies, rules, regulations and procedures and inter-governmental governance.

4. Organizational Competencies

1. Communicating effectively.
2. Showing team spirit.
3. Demonstrating integrity.
4. Valuing diversity.
5. Producing results.
6. Showing service orientation.
7. Seeing the big picture.
8. Seeking change and innovation.
9. Developing yourself and others.

5. Information

Mobility: WIPO staff members are international civil servants subject to the authority of the Director General and may be assigned to any activities, office or duty station of the Organization. Accordingly, the selected candidate may be required to move from time to time to new functions and/or to another duty station.

Annual salary:

Total annual salary consists of a net annual salary (net of taxes and before medical insurance and pension fund deductions) in US dollars and a post adjustment. **Please note that this estimate is for information only.** The post adjustment multiplier (cost of living allowance) is variable and subject to change (increase or decrease) without notice. The figures quoted below are based on the **October 2022** rate of **71%**

D1	
Annual salary	\$103,660
Post adjustment	\$73,599
Total Salary	\$177,259

Currency USD

Salaries and allowances are paid in Swiss francs at the official rate of exchange of the United Nations.

Please refer to [WIPO's Staff Regulation and Rules](#) for detailed information concerning salaries, benefits and allowances.

Additional Information

This vacancy announcement may be used to fill other posts at the same grade with similar functions in accordance with Staff Rule 4.9.5.

Applications from qualified women as well as from qualified nationals of unrepresented Member States of WIPO and underrepresented geographical regions are encouraged. Please click on the following links for the list of [unrepresented Member States](#) and the list of [underrepresented regions](#) and the WIPO Member States in these regions.

The Organization reserves the right to make an appointment at a grade lower than that advertised.

By completing an application, candidates understand that any willful misrepresentation made on this web site, or on any other documents submitted to WIPO during the application, may result in disqualification from the recruitment process, or termination of employment with WIPO at a later date, if that employment resulted from such willful misrepresentations.

In the event that your candidature is shortlisted, you will be required to provide, in advance, a scanned copy of an identification and of the degree(s)/diploma(s)/certificate(s) required for this position. WIPO only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU) / United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed through the link: <http://www.whed.net/>. Some professional certificates may not appear in the WHED and these will be reviewed individually.

Additional testing/interviewing may be used as a form of screening. Initial appointment is subject to satisfactory professional references.

Additional background checks may be required.

[End of Annex II and of document]