

WIPO Coordination Committee

Seventy-Third (47th Ordinary) Session Geneva, October 3 to 11, 2016

APPOINTMENT OF THE DIRECTOR, INTERNAL OVERSIGHT DIVISION (IOD)

Document prepared by the Director General

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:

“1. APPOINTMENT, PERFORMANCE APPRAISAL AND DISMISSAL OF THE DIRECTOR, IOD

42. 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.

43. 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.

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

45. 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 May 1, 2015, due to the inter-agency transfer of the incumbent to another United Nations (UN) organization. A first selection process was launched in early-2015, but did not lead to an appointment.

3. The position was re-advertised between April 19 and May 17, 2016, including in the international press and in the UN system. The vacancy announcement was also shared with WIPO Member States. A total of 80 applications were received from external applicants (of which 66 were male and 14 were female candidates). There were no internal applicants.
4. The Appointment Board set up by the Director General met on several occasions from May to August 2016 to conduct a detailed and systematic review of all applications received. After thorough analysis of the information provided by candidates, the Appointment Board short-listed six candidates for further review and assessment.
5. The six candidates participated in a comprehensive assessment process consisting of a written test and an interview by the Appointment Board *via* video link. The written test was drawn up and the candidates' results assessed independently of the Appointment Board by an external expert (Director, Office of Internal Oversight Services, World Health Organization) based on the job requirements in the Vacancy Announcement. On the basis of 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 accordingly for his consideration.
6. The Director General met the three candidates retained in person. Subsequently, one of the recommended candidates informed WIPO of his wish to withdraw his candidature. After careful consideration of the Board's Report and the dossiers of the candidates as well as after his interviews, the Director General proposes Mr. Rajesh Singh for the appointment to the post of Director, IOD.
7. In accordance with paragraph 43 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 39th, 40th, 41st and 42nd sessions (held respectively in December 2015, March, June and August 2016) and endorsed the nomination of the candidate proposed by the Director General.
8. Mr. Rajesh Singh, age 55, holds a Master's Degree (Defense Studies and Strategy), an MBA, a Bachelor's Degree in Accounting, Audit & Economics and several certifications (Internal Auditor, Fraud Examiner, International Public Sector Financial Reporting). He has worked during his entire career for the Government of India, as Accountant General from 1993 to 1997, as Senior Deputy Accountant General from 1998 to 2000, as Director of Audit from 2000 to 2001, as Director, Local Bodies Audit from 2002 to 2006, as Chief Executive Officer, Department of Heavy Industry from 2006 to 2010, as Accountant General, State of Nagaland in 2011, as Minister (Audit) & Senior Director of External Audit of WIPO & the International Organization for Migration (IOM) from 2011 to 2013, and finally as Accountant General (State of Meghalaya) since 2013. Copies of the Vacancy Announcement for the post and Mr. Singh's *curriculum vitae* are both attached for information (Annex II).

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

[Annexes follow]

WIPO INTERNAL OVERSIGHT CHARTER*

A. INTRODUCTION

1. This Charter constitutes the framework for the Internal Oversight Division (IOD) of the World Intellectual Property Organization (WIPO) and establishes its mission: to examine and evaluate, in an independent manner, WIPO's control and business systems and processes in order to identify good practices and to provide recommendations for improvement. IOD thus provides assurance as well as assistance to Management in the effective discharge of their responsibilities and the achievement of WIPO's mission, goals and objectives. The purpose of this Charter is also to help strengthen accountability, value for money, stewardship, internal control and corporate governance in WIPO.
2. The internal oversight function in WIPO comprises internal audit, evaluation and investigation.

B. INTERNAL OVERSIGHT DEFINITIONS AND STANDARDS

3. In accordance with the definition adopted by the Institute of Internal Auditors (IIA), internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization to accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.
4. The internal audit function in WIPO shall be carried out in accordance with the International Standards for the Professional Practice of Internal Auditing and the Code of Ethics promulgated by IIA and adopted by the Representatives of Internal Audit Services of the United Nations Organizations, Multilateral Financial Institutions and Associated Intergovernmental Organizations (RIAS).
5. An evaluation is a systematic, objective and impartial assessment of an on-going or completed project, program or policy, its design, implementation and results. The aim is to determine the relevance and fulfilment of objectives, its efficiency, effectiveness, impact and sustainability. An evaluation should contribute to learning and accountability and provide credible, evidence-based information, enabling the incorporation of findings and recommendations into the decision-making processes of WIPO.
6. Evaluations in WIPO shall be carried out in accordance with the standards developed and adopted by the United Nations Evaluation Group (UNEG).
7. An investigation is a formal fact-finding inquiry to examine allegations of or information concerning misconduct and other wrongdoing in order to determine whether they have occurred and if so, the person or persons responsible.
8. Investigations in WIPO shall be carried out in accordance with the Uniform Principles and Guidelines for Investigations adopted by the Conference of International Investigators and with WIPO's regulations and rules.

* Amended on September 29, 2010, October 9, 2012 and September 30, 2014.

C. MANDATE

9. The internal oversight function provides the Management of WIPO with independent, objective assurance, analyses, appraisals, recommendations, lessons learned, advice and information, through the undertaking of internal audits, evaluations and investigations. Its objectives include:

- (a) Identifying means for improving WIPO's relevance, effectiveness, efficiency, and economy of the internal procedures and use of resources,
- (b) Assessing whether cost-effective controls are in place, and
- (c) Assessing compliance with WIPO's Financial Regulations and Rules, Staff Regulations and Rules, relevant General Assembly decisions, the applicable accounting standards, the Standards of Conduct for the International Civil Service, as well as good practice.

D. AUTHORITY AND RESPONSIBILITY

10. The Director, IOD reports administratively to the Director General but is not part of operational management. The Director, IOD enjoys functional and operational independence from Management in the conduct of his/her duties. In the exercise of his/her functions, he/she takes advice from the WIPO Independent Advisory Oversight Committee (IAOC). He/she has the authority to initiate, carry out and report on any action, which he/she considers necessary to fulfil his/her mandate.

11. The Director, IOD and oversight staff shall be independent of all WIPO programs, operations and activities, to ensure impartiality and credibility of the work undertaken.

12. The Director, IOD and oversight staff shall conduct oversight work in a professional, impartial and unbiased manner and in accordance with good practice, standards and norms generally accepted and applied by the United Nations system organizations, as detailed in Section B above.

13. For the performance of his/her duties, the Director, IOD shall have unrestricted, unlimited, direct and prompt access to all WIPO records, officials or personnel, holding any WIPO contractual status, and to all the premises of WIPO. The Director, IOD shall have access to the Chairs of the General Assembly, the Coordination Committee, the Program and Budget Committee and the IAOC.

14. The Director, IOD shall maintain facilities for the submission of complaints by individual staff members as well as any other internal or external parties, concerning alleged misconduct, wrongdoing or irregularities including but not limited to: fraud and corruption, waste, abuse of privileges and immunities, abuse of authority, and violation of WIPO regulations and rules. Notwithstanding the foregoing, the mandate of the Director, IOD normally does not extend to those areas for which separate provision has been made for review, including workplace-related conflicts and grievances, personnel grievances arising from administrative decisions affecting a staff member's terms of appointment, and performance issues and performance-related disagreements. It rests with the Director, IOD to determine whether such matters may involve wrongdoing and should be handled by IOD or whether they should be referred to other internal bodies.

15. The right of all staff and personnel to communicate confidentially with, and provide information to the Director, IOD, without fear of reprisal, shall be guaranteed by the Director General. This is without prejudice to measures that may be taken under WIPO Staff Regulations and Rules regarding claims which are intentionally and knowingly false or misleading or made with reckless disregard for accuracy of the information.

16. The Director, IOD shall respect the confidential nature of, and protect from unauthorized disclosure, any information gathered or received in the course of an internal audit, evaluation, or investigation, and shall use such information only in so far as it is necessary for the performance of his/her duties.

17. The Director, IOD shall liaise regularly with all other internal and external providers of assurance services to ensure the proper coordination of activities (External Auditor, Risk Officer, Compliance Officer). The Director, IOD shall also periodically liaise with the Chief Ethics Officer and with the Ombudsperson.

E. CONFLICT OF INTEREST

18. In the performance of their oversight work, the Director, IOD and oversight staff shall avoid perceived or actual conflicts of interest. The Director, IOD shall report any significant impairment to independence and objectivity, including conflicts of interest, for due consideration of the IAOC.

19. Notwithstanding the foregoing, where allegations of misconduct concern the staff of IOD, the Director, IOD shall inform and seek the advice of the IAOC on how to proceed.

20. Allegations of misconduct against the Director, IOD shall be reported to the Director General, who shall inform the Chairs of the Coordination Committee and IAOC and may, in consultation with them, decide to refer the matter to an independent external investigative authority.

21. Allegations of misconduct against the Director General shall be reported by the Director, IOD to the Chair of the General Assembly with a copy to the Chairs of the Coordination Committee and the IAOC. The Director, IOD shall seek the advice of the IAOC on how to proceed further.

F. DUTIES AND MODALITIES OF WORK

22. The internal oversight function contributes to the efficient management of the Organization and the accountability of the Director General to the Member States.

23. To carry out his/her mandate, the Director, IOD shall conduct audits, evaluations, and investigations. The types of audits should include, but not be limited to, performance audits, financial audits, and compliance audits.

24. To effectively implement WIPO's internal oversight functions, the Director, IOD shall:

(a) Establish long and short term internal oversight work plans in coordination with the External Auditor. The annual work plan shall be based, where relevant, on a risk assessment to be carried out at least annually, on which basis work would be prioritized. In preparing the annual work plan, the Director, IOD shall take into account any suggestions received from Management, the IAOC or from Member States. Prior to finalizing the internal oversight plan, the Director, IOD shall submit the draft plan to the IAOC for its review and advice.

(b) In consultation with Member States, establish policies for all oversight functions, i.e., internal audit, evaluation, and investigation. The policies shall provide rules and procedures on the access to reports while ensuring rights to due process and the preservation of confidentiality.

(c) Prepare, for review by the IAOC, and issue an internal audit manual, an evaluation manual, and an investigation manual. Such manuals shall include the terms of reference of the individual oversight functions and a compilation of applicable procedures. They shall be reviewed every three years or earlier.

- (d) Establish and maintain follow-up systems to determine whether effective action has been taken in response to oversight recommendations, within a reasonable time. The Director, IOD shall periodically report in writing to Member States, the IAOC and the Director General on situations where adequate, timely corrective action has not been implemented.
 - (e) Liaise and coordinate with the External Auditor and monitor the follow-up of their recommendations.
 - (f) Develop and maintain a quality assurance/improvement program covering all aspects of internal audit, evaluation and investigation, including periodic internal and external reviews and ongoing self-assessments in accordance with the applicable standards. Independent external assessments shall be conducted at least once every five years.
 - (g) Liaise and cooperate with the internal oversight or similar services of other organizations of the United Nations system and of Multilateral Financial Institutions, and represent WIPO in relevant inter-agency meetings.
25. In particular, the Director, IOD shall assess:
- (a) The reliability, effectiveness and integrity of WIPO's internal control mechanisms.
 - (b) The adequacy of organizational structures, systems and processes to ensure that the results WIPO produces are consistent with the objectives established.
 - (c) The effectiveness of WIPO in meeting its objectives and achieving results and, as required, recommending better ways of achieving such results, taking into account good practices and lessons learned.
 - (d) Systems aimed at ensuring compliance with WIPO's regulations, rules, policies and procedures.
 - (e) The effective, efficient and economical use, and the safeguarding of human, financial and material resources of WIPO.
 - (f) Significant exposure of WIPO to risk and contributing to the improvement of risk management.
26. The Director, IOD shall also undertake investigations into allegations of misconduct and other wrongdoing. The Director, IOD may decide to proactively initiate investigations based on risks identified.

G. REPORTING

27. At the completion of each audit, evaluation or investigation, the Director, IOD shall issue a report, which shall present the objectives, scope, methodology, findings, conclusions, remedial action or recommendations of the specific activity concerned and include, if applicable, recommendations for improvements and lessons learned from the activity. The Director, IOD shall ensure completeness, timeliness, fairness, objectivity and accuracy in the reporting of internal audits, evaluations and investigations.
28. Draft internal audit and evaluation reports shall be presented to the program manager and other relevant officials directly responsible for the program or activity that has been the object of the internal audit or evaluation, who shall be given the opportunity to respond within a reasonable time to be specified in the draft report.
29. Final internal audit and evaluation reports shall reflect any relevant comments from the managers concerned and, if applicable, the related management action plans and timetables.

Should the Director, IOD and the program manager be unable to agree on the findings of a draft audit and evaluation report, the final report shall contain the opinion of both the Director, IOD and of the managers concerned.

30. The Director, IOD shall submit final internal audit and evaluation reports to the Director General with a copy to the IAOC and the External Auditor. Upon request, the External Auditor shall be provided with any supporting documentation of internal audit and evaluation reports.

31. The Director, IOD shall publish internal audit and evaluation reports, as well as Management Implication Reports resulting from investigations, on the WIPO website within 30 days of their issuance. If required to protect security, safety or privacy, the Director, IOD may, at his/her discretion, withhold a report in its entirety or redact parts of it.

32. The Director, IOD shall submit final investigation reports to the Director General. For final investigation reports involving WIPO personnel at the Deputy Director General and Assistant Director General levels, the Director, IOD shall provide a copy of the report to the Chairs of the General Assembly and the Coordination Committee, with copies to the Chair of the IAOC and to the External Auditor. Final investigation reports concerning the Director General shall be submitted to the Chairs of the General Assembly and Coordination Committee for any action deemed appropriate, and copied to the IAOC, and to the External Auditor.

33. The External Auditor and the IAOC shall have access to investigation reports.

34. All investigation reports, drafts, materials, findings, conclusions and recommendations are fully confidential, unless disclosure is authorized by the Director, IAOC or the Director General.

35. For oversight matters of a minor or routine nature, which do not require formal reporting, the Director, IOD may issue communications to any concerned WIPO manager.

36. The Director General is responsible for ensuring that all recommendations made by the Director, IOD are responded to promptly, indicating actions taken by Management regarding specific report findings and recommendations. In cases where investigation report findings and/or recommendations apply to the Director General, the IAOC shall, at the earliest opportunity, report to Member States that such findings and/or recommendations have been made.

37. The Director, IOD shall submit, on an annual basis, a report to the Director General, with a copy to the IAOC, regarding the implementation of recommendations made by the External Auditor.

38. The Director, IOD shall submit, on an annual basis, a summary report to the WIPO General Assembly, through the Program and Budget Committee (Annual Report). The Director General and the IAOC shall be provided with a draft version of the Annual Report for their comments, if any. The Annual Report shall give an overview on the internal oversight activities conducted during the reporting period, including the scope and objectives of such activities, the schedule of work undertaken and progress on the implementation of internal oversight recommendations. The Director General may submit comments on the final Annual Report in a separate report as deemed appropriate.

39. The Annual Report shall include the following, *inter alia*:

(a) A description of significant issues and deficiencies relating to WIPO's activities in general, or a program or operation in particular, disclosed during the period.

(b) A description, including the financial impacts, if any, of those investigative cases found to be substantiated and their disposition, such as disciplinary measures, referral to national law enforcement authorities, and other sanctions taken.

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- (c) A description of all high priority internal oversight recommendations made by the Director, IOD during the reporting period.
 - (d) A description of all recommendations which were not accepted by the Director General, together with his/her explanations for not doing so.
 - (e) An identification of high priority recommendations in previous reports on which corrective action has not been completed.
 - (f) Information concerning any significant management decision which in the view of the Director, IOD constitutes a serious risk for the Organization.
 - (g) A summary of any instance where IOD's access to records, personnel and premises was restricted.
 - (h) A summary of the report submitted by the Director, IOD to the Director General regarding the status of implementation of external audit recommendations.
 - (i) Confirmation of the operational independence of the internal oversight function and shall comment on the scope of his/her activities and the adequacy of resources for the purposes intended.

H. RESOURCES

40. In presenting Program and Budget proposals to the Member States, the Director General shall take into account the need to ensure the operational independence of the internal oversight function and shall provide the necessary resources to enable the Director, IOD to achieve the objectives of his/her mandate. The allocation of financial and human resources including in-sourcing, outsourcing or co-sourcing of services shall be clearly identified in the Program and Budget proposal, which will take into account the advice of the IAOC.

41. The Director, IOD shall ensure that IOD comprises staff, appointed in accordance with WIPO Staff Regulations and Rules, which collectively possess the knowledge, skills and other competencies needed to perform the internal oversight functions. He/she shall promote continuing professional development to meet the requirements of this Charter.

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

42. 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.

43. 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.

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

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

J. REVISION CLAUSE

46. This Charter shall be reviewed by the Director, IOD and the IAOC, every three years or earlier, if necessary. Any proposed amendments by the Secretariat to the Charter shall be reviewed by the IAOC and the Director General and shall be submitted to the Program and Budget Committee for approval.

[Annex II follows]

Staff Recruitment

Director - 16226 (FT)

Internal Oversight Division, Office of the Director General and Related Programs

Grade - D1

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

Duty Station: WIPO Headquarters, 34, chemin des Colombettes, 1211 Geneva 20, Switzerland

Publication Date: 19-Apr-2016 Application Deadline : 17-May-2016, 11:59:00 PM

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

1. Organizational Context

The post is located in the Internal Oversight Division (IOD). IOD serves to examine and evaluate, in an independent manner, WIPO operations and activities based on risk and relevance to WIPO management and constituencies with a view towards promoting economy, efficiency, effectiveness and impact of the Secretariat's work. The Director, IOD, contributes to the efficient management of the Organization and the accountability of the Director General to the Member States and is responsible for providing leadership, direction and administrative management for the functional areas of IOD, namely, internal audit, investigation and evaluation.

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 he/she considers necessary to fulfil his/her mandate. In the exercise of his/her duties, he/she takes advice from the WIPO Independent Advisory Oversight Committee (IAOC).

The Director, IOD is responsible for identifying the means to improve efficiency, economy and effectiveness of internal procedures and use of resources, ensuring compliance with WIPO's Regulations and Rules, relevant General Assembly decisions, applicable accounting standards, the Standards of Conduct of the International Civil Service and best practices.

2. Duties and responsibilities

The incumbent performs the following principal duties:

- (a) Assume overall responsibility for IOD internal audit, evaluation and investigation activities, ensuring the Institute of Internal Auditors (IIA), United Nations Evaluation Group (UNEG), Uniform Principles and Guidelines for Investigations as endorsed by the Conference of International Investigators (CII), and other relevant standards are met, and ensuring completeness, timeliness, objectivity and accuracy in the conduct and reporting of internal audits, evaluations and investigations.
- (b) Provide leadership and direction on the audit, evaluation and investigation functions through the development of strategies, policies and procedures; supervise as required internal audit, evaluation and investigation activities and recommend preventive and corrective measures.
- (c) 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.
- (d) Establish long and short term flexible oversight plans, in coordination with the External Auditor, using inter alia a risk based methodology, to include any risks or control issues identified and to minimize duplication and create value added through efficient and effective audits.
- (e) Ensure WIPO resources are being used for the purposes intended in an efficient and effective manner and advise on the integrity of systems and operations noting where remedial measures are needed to improve program performance; identify and evaluate significant exposure to risk and develop criteria for effective risk assessment in pursuit of business initiatives.
- (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.

(g) Direct the Division's portfolio of work and take overall management responsibility for its human and financial resources, determining priorities and allocating resources for the timely and quality delivery of work products in accordance with the results-based management framework.

(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 meetings within the UN and multilateral financial institutions system of organizations, meetings of representatives of oversight services.

(j) Perform other tasks as assigned.

3. Requirements

Education

Essential

(i) A first-level university degree.

(ii) Professional certification (CIA, CFE, CPM, CISA or similar).

Possession of an advanced Degree in Business Administration, Public Administration, Audit, Law, Finance, Accounting or other relevant field will be an added advantage.

Experience

Essential

At least 15 years of progressively responsible professional experience in audit, evaluation and/or investigation, of which at least five years at senior level in an international environment.

Languages

Essential

Excellent written and spoken knowledge of English and good knowledge of French.

Desirable

Knowledge of other official UN languages.

Knowledge, skills and competencies

Essential

Excellent skills in audit, evaluation or investigation and appropriate knowledge of the other two areas.

Ability to see the broad implication of events; to identify and tackle potentially sensitive and critical issues; to skilfully manage potentially contentious interactions; analytical ability and problem solving skills.

Ability to work under pressure. Integrity.

Strong leadership skills.

Excellent communication, presentation and interpersonal skills and ability to maintain effective partnerships and working relations in a multi-cultural environment with sensitivity and respect for diversity.

Demonstrated ability to take decisions under pressure and to work under tight deadlines.

Ability to exercise sound and expert judgment, initiative and discretion and handle confidential and sensitive material.

Desirable

Familiarity with the UN system and with intellectual property administration.

4. Competencies

WIPO Core Competencies

1. Communicating effectively.
2. Respecting individual and cultural differences.
3. Showing team spirit.
4. Managing yourself.
5. Producing results.
6. Embracing change.
7. Respecting ethics and values. WIPO

Managerial Competencies

1. Creating a stimulating work environment.
2. Planning and managing resources.
3. Promoting change, innovation and learning.
4. Building and promoting partnerships.
5. Leading WIPO to the future.

Mobility: Candidates appointed to an international position with WIPO are subject to mobility and may be assigned to any activity or duty station of the Organization throughout the world.

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. The post adjustment (cost of living allowance) is variable and subject to change without notice in accordance with the rates as set within the UN Common System for salaries and allowances. The figures quoted below are based on the April 2016 rate of 88.8%

D1	With Dependants	No Dependants
Annual salary	\$105,572	\$97,583
Post adjustment	\$93,748	\$86,654
Total Salary	\$199,320	\$184,237

Currency USD

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

Additional Information

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.

This vacancy announcement is available in English only.

This vacancy announcement may be used to fill other posts at the same grade with similar functions in accordance with Staff Rule 4.9.4.

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.

Additional testing/interviewing may be used as a form of screening.

Please refer to WIPO's Staff Regulation and Rules for detailed information concerning salaries, benefits and allowances. Applications from qualified women candidates are encouraged.

The Organization reserves the right to make an appointment at a grade lower than that advertised. Initial appointment is subject to a satisfactory medical examination.

Candidate Name
Singh, Rajesh (29261)

Job Title
Director (16226 (FT))

Singh, Rajesh (29261) applied for job: Director (16226 (FT))

Step Interview	Latest Submission Medium Online	Recruiter Jose Reis
Status Interview Conducted	Source Career Section	Hiring Manager Francis GURRY
Creation Date 29-Apr-2016	Submission Type External	

Resume

Candidate Personal Information

Title
Mr.

First Name
Rajesh

Last Name
Singh

Gender
Male

Civil status
Married

Date of Birth
27-Nov-1961

Country and place of birth
Bijnor, India

First nationality
India

Present Address:
Address (line 1)
Accountant General (Audit)

Permanent Address (if different from Present Address):
Address (Line 1)

Address (line 2)

Address (Line 2)

City

City

Zip/Postal Code

Postal Code

State/County

State/County

Country

Country

Email Address

Alternative email Address

Home Phone Number

Cellular Number

Internal Candidate

Work Phone Number

Candidate Name
Singh, Rajesh (29261)

Job Title
Director (16226 (FT))

Basic Profile

Mother tongue 1
Hindi

Highest education level
Advanced University Degree (Master's)

Are you currently
employed with WIPO?
No

If not employed by WIPO, are you employed by
another UN organisation?
No

LANGUAGE DETAILS:

Language	Speaking	Reading	Writing	If proficiency exam passed please enter the year
English	English speaking Advanced	English reading Advanced	English writing Advanced	
French	French speaking Basic	French reading Basic	French writing Basic	
1 Other language Gujarati	1 Other language speaking Basic	1 Other language reading Basic	1 Other language writing Basic	
2 Other language Bhojpuri	2 Other language speaking Intermediate	2 Other language reading Intermediate	2 Other language writing Intermediate	
3 Other language Urdu	3 Other language speaking Intermediate	3 Other language reading None	3 Other language writing None	
4 Other language speaking None	4 Other language reading None	4 Other language writing None		

Education

Education 1

Other Institution
Swinburne University, Melbourne

Other Program
BUSINESS ADMINISTRATION

Education Level (Achieved)
Advanced University Degree (Master's)

Start Date
Jan-2000

Graduation Date
Feb-2001

City
Melbourne

Country
Australia

Title of degree (in original language) and description of studies. If online education program please include link (3000 characters)

M.B.A. - One year Executive MBA with specialization in Financial management

Candidate Name
Singh, Rajesh (29261)

Job Title
Director (16226 (FT))

Education 2

Other Institution
DSSC, University of Madras

Other Program
Master of Science Defense Studies & Strategy

Education Level (Achieved)
Advanced University Degree (Master's)

Start Date
Jun-1997

Graduation Date
May-1998

City
Wellington, Niligiri Hills

Country
India

Title of degree (in original language) and description of studies. If online education program please include link (3000 characters)

M.Sc., Defense Studies & Strategy

Education 3

Other Institution
University of Allahabad

Other Program
M.B.A.

Education Level (Achieved)
Advanced University Degree (Master's)

Start Date
May-1982

Graduation Date
Jun-1984

City
Allahabad

Country
India

Title of degree (in original language) and description of studies. If online education program please include link (3000 characters)

M.B.A.- 2 year course- Specialization in Marketing Research

Education 4

Other Institution
University of Allahabad

Other Program
B.Com

Education Level (Achieved)
First level University Degree (Bachelor's)

Start Date
Jun-1980

Graduation Date
Jul-1982

City
Allahabad

Country
India

Title of degree (in original language) and description of studies. If online education program please include link (3000 characters)

B.Com - Bachelor of Commerce-2 year course-main subjects - Accountancy, audit, commercial law economics, management.

Certifications

Candidate Name
Singh, Rajesh (29261)

Job Title
Director (16226 (FT))

Certification 1

Number/ID
ID- 1204767, No.53281

Other Certification
CIA- Certified Internal Auditor

Issue Date
Jan-2005

Expiration Date
Dec-2017

Organization
Institute of Internal Auditors (IIA)

Certification 2

Number/ID
123018

Other Certification
CFE-Certified Fraud Examiner

Issue Date
Sep-2003

Organization
ACFE- Association of Certified Fraud Examiners

Certification 3

Other Certification
CERT IPSFR

Issue Date
Sep-2013

Organization
CIPFA/ICAEW

Work Experience

Work Experience 1

Current Job

Other Employer Other Function
Govt. of India AccountantGeneral (Audit) State of Meghalaya

Registered address of employer and current work location (if different from employer's main address)

Office of The Comptroller & Auditor General of India
9-Deen Dayal Upadhaya Road, New Delhi-110001

Current Work Location - Shillong, Meghalaya India

Start Date
Nov-2013

Working Time
Percentage

Candidate Name
Singh, Rajesh (29261)

Job Title
Director (16226 (FT))

100%

Supervisor's Name Supervisor's Title
Mr. Swarup **Addl. Dy. C & A.G of India**
Nandkeoliyar

Supervisor's Email Supervisor's Phone
Address

May we contact the
supervisor?

Number of employees
supervised by you:
More than 101

Description of Duties and Responsibilities (3000 Characters)
**Accountant General (Audit) for the provincial government of Meghalaya
state in India.**

- Responsible for overall, direction, guidance and supervision of external
audit of the state government of Meghalaya.
- Development & implementation of annual audit plan with risk
parameters
- Audit of receipts & expenditure, finance & appropriation accounts, state
government companies, and autonomous district councils.
- Preparation and presentation of Annual audit reports on state
finances, revenues and social, Economic & general sectors to the state
legislature.
- Assisting the Public Accounts Committee of the legislature in
examination of C & A.G audit reports.

Achievements

- Developed & implemented annual audit plan with risk parameters for an
expenditure of USD 1.11 billion across 1140 audit units.
- Conducted VFM audits on housing, roads & bridges, industry & tourism
sectors
- Reported Tax evasion, short collection of tax of over USD 0.94 million

Work Experience 2

Current Job

Other Employer Other Function
Govt. of India **Accountant General (Audit) State of Meghalaya**

Registered address of employer and current work location (if different
from employer's main address)

Office of The Comptroller & Auditor General of India
9-Deen Dayal Upadhaya Road, New Delhi-110001

Start Date End Date
Feb-2016 **Mar-2016**

Working Time
Percentage
100%

Supervisor's Name Supervisor's Title
Mr. Swarup **Addl. Dy. C & A.G of India**
Nandkeoliyar

Candidate Name
Singh, Rajesh (29261)

Job Title
Director (16226 (FT))

Supervisor's Email Address Supervisor's Phone

May we contact the supervisor?

Number of employees supervised by you:
1 - 5

Description of Duties and Responsibilities (3000 Characters)
Team Leader - Audit Team for External Audit of United nations, Procurement Division at UNHQ, New York.
Planned and executed risk based compliance and performance audit of the procurement function for the year 2015. with a team of 3 audit professionals.

Achievements

Recommendations accepted for review of cases of waiver to solicitation and improving the integrity of data in the ERP system.

Work Experience 3

Current Job

Other Employer Other Function
Govt. of India Minister (Audit) & Sr. Director of External Audit of WIPO & IOM

Registered address of employer and current work location (if different from employer's main address)

Office of The Comptroller & Auditor General of India
9 Deendayal Upadhyaya Road
New Delhi - 110 001

Start Date End Date
Oct-2011 Oct-2013

Working Time
Percentage
100%

Supervisor's Name Supervisor's Title
Ms. Malashree Prasad, Dy. C & A.G
& Mr. A.K. Singh,

Supervisor's Email Address Supervisor's Phone

May we contact the supervisor?

Number of employees supervised by you:
11 - 20

Description of Duties and Responsibilities (3000 Characters)
Minister (Audit), & Sr. Director of External Audit for WIPO & IOM

Candidate Name
Singh, Rajesh (29261)

Job Title
Director (16226 (FT))

- Responsible for overall, direction, guidance and supervision of external audit of 38 Indian Diplomatic missions in Europe & Russia and WIPO & IOM at Geneva
- Development and implementation of audit plans for the 38 Indian missions and external audit of WIPO & IOM.
- Preparation of C&A.G's audit reports &
- Presentation of External Auditor's reports to Executive Committee of IOM & PBC, General assembly of WIPO

Achievements

- Developed & implemented annual audit plan with risk parameters for an expenditure of USD 110 million across 38 Indian embassies with a team of 11 staff. Conducted VFM audit of Global Estate Management.
- In WIPO, supervised financial certification of financial statements, compliance audits on 'Sourcing and engagement of SSAs and Commercial Service Providers'
- Performance audits of the Patent Cooperation Treaty; oversight mechanism & procurements.
- Recommended strengthening of internal controls and policy in the areas of procurements, asset management & treasury function.
- led a successful promotion campaign to get the CAG of India elected to the U.N. Board of External Auditors in November 2013

Work Experience 4

Current Job

Other Employer Other Function
Govt. of India Accountant General (Audit), State of Nagaland

Registered address of employer and current work location (if different from employer's main address)

Office of the Comptroller & Auditor General of India
9- Deen Dayal Updhyaya Road
New Delhi - 110 001

Start Date End Date
Jan-2011 Sep-2011

Working Time
Percentage
100%

Supervisor's Name Supervisor's Title
Mr. Shankar Narayanan Dy. C & A.G. of India

Supervisor's Email Supervisor's Phone
Address has retired from service

May we contact the supervisor?

Number of employees supervised by you:
More than 101

Description of Duties and Responsibilities (3000 Characters)

Accountant General (Audit) for the provincial government of Nagaland
- Responsible for overall, direction, guidance and supervision of external audit of the state of Nagaland.

Candidate Name
Singh, Rajesh (29261)

Job Title
Director (16226 (FT))

- Development & implementation of annual audit plan with risk parameters.
- Audit of receipts & expenditure, finance & appropriation accounts, state government companies, and autonomous bodies
- Preparation and presentation of Annual audit reports on state finances, revenues and social, Economic & general sectors to the state legislature.
- Assisting the Public Accounts Committee of the legislature in examination of C & A.G audit reports.

Achievements

- Developed & implemented annual audit plan with risk parameters for an expenditure of USD 745 million across 868 audit units
- Conducted VFM audits on transport, & industry sectors
 - Using fraud examination techniques exposed fraudulent procurements worth USD 4 million in police department.
-

Work Experience 5

Current Job

Other Employer	Other Function
Govt. of India	Chief Executive Officer of National Automotive Testing & Research Infrastructure Project (NATRIP)

Registered address of employer and current work location (if different from employer's main address)

From CAG office on secondment to :Department of Heavy Industry, Government of India, Udyog Bhavan, New Delhi 110 001

Start Date	End Date
Jan-2006	Jan-2011

Working Time
Percentage
100%

Supervisor's Name	Supervisor's Title
Mr. Priyadarshi Thakur, Mr. R.C. Panda,Mr. S.N. Dash	Secretary, Department of Heavy Industry

Supervisor's Email Address	Supervisor's Phone
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May we contact the supervisor?

Number of employees supervised by you:
More than 101

Description of Duties and Responsibilities (3000 Characters)

Responsible for Project management and implementation of a USD 550 million project to set up testing and R & D facilities for the auto sector at 7 locations in India.

Candidate Name
Singh, Rajesh (29261)

Job Title
Director (16226 (FT))

-setting up and management of testing, research & development facilities for vehicle homologation of 128 safety & emission regulations in 5 greenfield and upgradation of 2 brownfield centers.

Achievements

Administered and completed civil construction contracts worth USD 101 million - test tracks, labs for powertrain, EMC, fatigue, emissions, crash, I & M testing

- Administered and completed international procurements of sophisticated testing and R & D equipment worth USD 183 million.
- Coordinated about 37 meetings of NATRIP Governing Board as member secretary, with cross cutting representation from auto industry and government departments
- Represented and participated in UN-WP-29 meetings and various high level committees of Govt. of India.
- Collaborated in setting up bi-lateral platforms between Indian, German (VDA) & Japanese (JAMA) Auto industry associations
- Recruited about 300 plus auto sector professionals, engineers & support staff for the project.
- Initiated & supervised development of finance, procurement, personnel & office management manuals/guides through consultants - Grant Thornton.

Work Experience 6

Current Job

Other Employer	Other Function
Govt. Of India	Director, Local Bodies Audit

Registered address of employer and current work location (if different from employer's main address)

Office of The Comptroller & Auditor General of India
9- Deen Dayal Updhyaya Road
New Delhi - 110 001

Start Date	End Date
Mar-2002	Dec-2006

Working Time
Percentage
100%

Supervisor's Name	Supervisor's Title
Mr. R.N. Ghosh	Principal Director (LB)

Supervisor's Email
Address

May we contact the supervisor?

Number of employees supervised by you:
11 - 20

Description of Duties and Responsibilities (3000 Characters)

Responsible for setting up revised accounting and auditing systems for urban and rural local governments in India.

Candidate Name
Singh, Rajesh (29261)

Job Title
Director (16226 (FT))

Vetting and presentation of audit reports from 28 provincial government on rural and urban local bodies.

Achievements

Developed revised accounting formats with 3 tier classification for about 2,50,000 village level local governments
-collaborated in developing The National Municipal Accounts Manual (NMAM) as member & convener of the committee set up by Govt. Of India for over 1000 urban local governments with support of USAID & A.F. Ferguson Consultants.
-Oversaw and assisted in the implementation of NMAM in various municipal bodies including training and capacity building for accrual accounting with USAID
-Collaborated in developing guides for accounting, auditing and training for rural & urban local bodies across India.

Work Experience 7

Current Job

Other Employer	Other Function
Govt. of India	Director & Trainer for CIA Exam, Muscat, Oman

Registered address of employer and current work location (if different from employer's main address)

Office of The Comptroller & Auditor General of India
9- Deen Dayal Updhyaya Road
New Delhi - 110 001

Start Date	End Date
Sep-2005	Oct-2005

Working Time
Percentage
100%

Supervisor's Name	Supervisor's Title
Mr. R.N. Ghosh	Principal Director (LB)

Supervisor's Email
Address

May we contact the supervisor?

Number of employees supervised by you:
1 - 5

Description of Duties and Responsibilities (3000 Characters)
Trained about 30 staff of Auditor General Office of Oman for CIA examination- 2 papers

Achievements

As many as 22 out of 30 trainee officers passed the exam

Work Experience 8

Candidate Name
Singh, Rajesh (29261)

Job Title
Director (16226 (FT))

Current Job

Other Employer Other Function
Govt. of India Director & Team member- FAO Audit

Registered address of employer and current work location (if different from employer's main address)

Office of the C & A.G of India
9 Deen Dayal Updhayay Road
New Delhi - 110 001

Start Date End Date
May-2003 Jun-2003

Working Time
Percentage
100%

Supervisor's Name Supervisor's Title
Mr. K.K. Srivastava Principal Director

Supervisor's Email
Address

May we contact the
supervisor?

Number of employees
supervised by you:
1 - 5

Description of Duties and Responsibilities (3000 Characters)
Audit of Regional & Country offices of Food & Agricultural Organization
(FAO)

Achievements
-Recommendations resulted in streamlining of asset management with
recipient countries.

Work Experience 9

Current Job

Other Employer Other Function
Govt. of India Director & Team member- FAO Audit

Registered address of employer and current work location (if different from employer's main address)

Office of the C & A.G of India
9 Deen Dayal Updhayay Road
New Delhi - 110 001

Start Date End Date
Nov-2002 Dec-2002

Working Time
Percentage
100%

Supervisor's Name Supervisor's Title
Mr. P.J.Mathew Principal Director

Candidate Name
Singh, Rajesh (29261)

Job Title
Director (16226 (FT))

Supervisor's Email
Address

May we contact the
supervisor?

Number of employees
supervised by you:
1 - 5

Description of Duties and Responsibilities (3000 Characters)
External Audit of FAO Regional & Country offices in Chile, Peru &
Columbia

Achievements
- Recommendations on media campaigns in developing countries were
accepted resulting in more focused outreach with reduced internal
oversight resources.

Work Experience 10

Current Job

Other Employer	Other Function
Govt. of India	Director (Audit)

Registered address of employer and current work location (if different
from employer's main address)

/o Principal Director ESM Audit
AGCR Building
ITO
New Delhi - 110 001

Start Date	End Date
Oct-2000	Jan-2001

Working Time
Percentage
100%

Supervisor's Name	Supervisor's Title
Mr. H. Pradeep Rao	Principal Director (presently he is - Addl Dy. CAG of India)

Supervisor's Email Address	Supervisor's Phone
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May we contact the
supervisor?

Number of employees
supervised by you:
More than 101

Description of Duties and Responsibilities (3000 Characters)
Responsible for external audit of 5 Economic & Service Ministries of
Govt. of India

Achievements

Candidate Name
Singh, Rajesh (29261)

Job Title
Director (16226 (FT))

Provided assurance and improved internal controls in Council for
Advancement of People's Action & Rural Technology CAPART - an
autonomous body under Ministry of Rural Development.

Work Experience 11

Current Job

Other Employer Other Function
Govt. of India Senior Deputy Accountant General

Registered address of employer and current work location (if different
from employer's main address)

O/o Accountant General (A&E)
Kerala
Trivandrum
India

Start Date End Date
Jun-1998 Sep-2000

Working Time
Percentage
100%

Supervisor's Name Supervisor's Title
Dr. A.K. Banerjee Accountant General (A&E)

May we contact the
supervisor?

Number of employees
supervised by you:
51 - 100

Description of Duties and Responsibilities (3000 Characters)

Responsible for Office Administration & Personnel management for about
2000 staff with a budget of USD 0.56 million
-Administered the office, budget management, review of expenditure,
procurements, housekeeping
- Personnel management related to staffing, leave, attendance and
welfare measures

Achievements

Actively engaged with the staff unions to maintain harmonious working
environment.
-Introduced computerization in the office for pension and provident fund
processes despite stiff opposition from staff unions.

Work Experience 12

Current Job

Other Employer
Govt. of India

Registered address of employer and current work location (if different
from employer's main address)

Candidate Name
Singh, Rajesh (29261)

Job Title
Director (16226 (FT))

C&A.G of India, office of Accountant General, Uttar Pradesh (U.P), Govt.
of India

Start Date End Date
Sep-1993 May-1997

Working Time
Percentage
100%

Supervisor's Name Supervisor's Title
Mr. A.K. Awasthi Accountant General

Supervisor's Email Supervisor's Phone
Address

May we contact the
supervisor?

Number of employees
supervised by you:
51 - 100

Description of Duties and Responsibilities (3000 Characters)
Responsible for maintenance of receipt & expenditure accounts of Govt.
of U.P. with a budget of USD 3000 million

Achievements
Supervised maintenance & payouts of provident fund accounts for about
225,000 employees of the provincial govt. of U.P.
-Completed computerization of Provident Fund Accounts
- Handled pension authorization for state govt. employees.

eSignature

Name	Unique Identifier
Rajesh Singh	
IP Address	
Document	Date/Time Signed
eSignature_Statement - eSignature Statement	09-May-2016

Profile

Motivational Letter

With reference to vacancy notification, for the position of Director -16226 (FT), Internal Oversight Division in WIPO, I feel that I have the requisite qualification, knowledge, experience, competencies and skills required of this position.

Going by the requirements, skills and competencies as listed out in the advertisement, I feel that I am a suitable candidate for the said post as I have external and internal auditing experience of more than 25 years in responsible senior positions with sound IT audit skills. I have professional qualification of an M.B.A. from Swinburne University and I am a career bureaucrat with Government of India as a member of the Indian Audit and Accounts Service since 1991. I Have upgraded my professional and personal development over the years in acquiring various professional certifications like, CIA, CFE and the latest being CERT IPSFR in November 2013.

Candidate Name
Singh, Rajesh (29261)

Job Title
Director (16226 (FT))

I have extensive experience of conducting and supervising financial attest audits, compliance audits, evaluations, investigations and performance or VFM audits of development expenditure, procurement, human resource, operations, and construction projects among others, in federal and provincial governments and international organizations like United Nations HQ, FAO, WIPO and IOM.

As head of sole external audit in two provincial governments of Nagaland and Meghalaya, I led and directed audit teams for audits of various sectors including evaluation and investigations and possess a good understanding of key issues in implementation. In the province of Nagaland, I conducted VFM audits on transport, & industry sectors and using fraud examination techniques exposed fraudulent procurements worth USD 4 million in police department.

During 2011 to 2013 as Minister (Audit) and Sr. Director of External Audit for WIPO and IOM, I developed and implemented Annual Audit Plans focused on providing risk based assurance and improving internal controls. Between September 2006 to December 2011, as the Head of a USD 550 million infrastructure project, led a team of over 300 professionals from diverse backgrounds and skills to successfully set up testing, research & development facilities for vehicle homologation in 5 greenfield and 2 brownfield project locations across India.

During 2011 to 2013 as Sr. Director External Audit worked closely with the multi-stakeholder bodies like Internal Audit Committees, Program & Budget Committees in WIPO and IOM and developed a good understanding of collaborative working with people from different countries. I presented the external audit reports on behalf of CAG of India to the Program & Budget Committees and general assemblies of WIPO and IOM. During Feb and March 2016, led a team for compliance and performance audit of UN Procurement Division at New York Headquarters.

With my CIA and CFE certification and long field experience, I have good knowledge of risk management and internal control. With my CERT IPSFR I also possess good knowledge of the IPSAS framework.

With my strong professional credentials and wide international audit experience in UN, FAO, WIPO and IOM, I can contribute significantly to WIPO initiatives for effective and efficient internal oversight and risk assurance. Given my overall experience and educational qualifications, I feel that the position of Director, Internal Oversight Division in WIPO, is an ideal job for me given my enthusiasm in the area of risk based auditing and internal controls assessment.

I shall be highly thankful for an opportunity to further present myself for your assessment.

RAJESH SINGH
ACCOUNTANT GENERAL,
PROVINCE OF MEGHALAYA, SHILLONG, INDIA

[End of Annex II and of document]