



OIOS

Office of Internal Oversight Services

INTERNAL AUDIT DIVISION

RISK ASSESSMENT

United Nations Office at Nairobi

6 May 2008

Assignment No. AA2007/211/02

United Nations  Nations Unies

INTEROFFICE MEMORANDUM

MEMORANDUM INTERIEUR

INTERNAL AUDIT DIVISION - DIVISION DE L'AUDIT INTERNE

OFFICE OF INTERNAL OVERSIGHT SERVICES - BUREAU DES SERVICES DE CONTRÔLE INTERNE

TO: Ms. Anna Tibaijuka, Director-General
A: United Nations Office at Nairobi

DATE: 6 May 2008

REFERENCE: IAD: 08-01305

FROM: Dagfinn Knutsen, Director
DE: Internal Audit Division, OIOS



SUBJECT: **Assignment No. AA2007/211/02 - UNON Risk Assessment**
OBJET:

1. I am pleased to present OIOS' risk assessment of United Nations Office at Nairobi (UNON) which was carried out with the assistance of the consulting services of Deloitte during December 2007 for your information. While we do not require a formal response to this report, you are welcome to discuss any of the issues raised further.
2. OIOS encourages UNON to use the results of this risk assessment to put in place appropriate risk mitigation measures. OIOS will update the risk assessment periodically, based on subsequent audits or additional information obtained.
3. I take this opportunity to thank the management and staff involved in the risk assessment for the assistance and cooperation provided to the project team in connection with this assignment.

cc: Mr. Swatantra Goolsarran, Executive Secretary, UN Board of Auditors
Ms. Maria Gomez Troncoso, Officer-in-Charge, Joint Inspection Unit Secretariat
Mr. Jonathan Childerley, Chief, Oversight Support Unit, Department of Management
Mr. Byung-Kun Min, Programme Officer, OIOS
Mr. Alexander Barabanov, Chief, DAS, UNON
Mr. Kevin Stork, Focal Point, UNON

INTERNAL AUDIT DIVISION

FUNCTION

“The Office shall, in accordance with the relevant provisions of the Financial Regulations and Rules of the United Nations examine, review and appraise the use of financial resources of the United Nations in order to guarantee the implementation of programmes and legislative mandates, ascertain compliance of programme managers with the financial and administrative regulations and rules, as well as with the approved recommendations of external oversight bodies, undertake management audits, reviews and surveys to improve the structure of the Organization and its responsiveness to the requirements of programmes and legislative mandates, and monitor the effectiveness of the systems of internal control of the Organization” (General Assembly Resolution 48/218 B).

CONTACT INFORMATION

DIRECTOR:

Dagfinn Knutsen, Tel: +1.212.963.5650, Fax: +1.212.963.2185,
e-mail: knutsen2@un.org

DEPUTY DIRECTOR:

Fatoumata Ndiaye: Tel: +1.212.963.5648, Fax: +1.212.963.3388,
e-mail: ndiaye@un.org

ACTING CHIEF, NAIROBI AUDIT SERVICE:

Christopher F. Bagot: Tel: +254 20 762 4097, Fax: +254 20 762 4125,
e-mail: christopher.bagot@unon.org

PARTICIPANTS

The OIOS risk assessment team conducted workshops and interviews with the following staff members of UNON, to gain an understanding of existing organizational relationships, risks, controls and process issues.

Table 1: List of participants

Focus Area	Name and Functional Title
Strategic Management & Planning	<ul style="list-style-type: none"> • Ms. Anna Tibajuka, Director General • Mr. Alexander Barabanov, Director DAS • Mr. Chris Mensah, Senior Legal Officer, Office of the Director General • Ms. Ling Bai, Protocol Officer, Office of the Director General • Ms. Sheena Chana, Program Assistant, Office of the Director General
Financial Management	<ul style="list-style-type: none"> • Mr. David Hastie, Chief, DAS/BFMS • Mr. Keval Vora, Section Chief, DAS/BFMS/BS • Ms. Jayne Ekema, Special Assistant, Office of the Chief/DAS/BFMS • Mr. Jeremiah Atuke, Chief, DAS/BFMS/BS • Ms. Annette Waweru, Chief, DAS/BFMS/ACS/ASU • Ms. Roseanne Onyango, Finance Assistant, DAS/BFMS • Ms. Swalha Saad, Finance Assistant, DAS/BFMS • Mr. Washington Wanjau, OIC, DAS/BFMS/ACS/SFSU/SC • Mr. William Kaiya, OIC, DAS/BFMS/ACS/SFSU • Ms. Kathleen Creavalle, Chief, DAS/BFMS/ACS/FSU
Human Resources Management	<ul style="list-style-type: none"> • Mr. Suleiman Elmi, Chief, DAS/HRMS/CO • Ms. Nooriya Koshen, Chief, DAS/HRMS/SDTU • Mr. Joerg Weich, Chief, DAS/HRMS/RCS • Ms. Anastasia Wilson, Chief,

Focus Area	Name and Functional Title
Procurement & Contract Administration	DAS/HRMS/SADS <ul style="list-style-type: none"> • Ms. Vibeke Glavind, Chief, DAS/Support Services Service • Ms. Villamin Josie, Chief, DAS/SSS/Procurement Travel Shipping Services • Mr. Samuel Olago, Program Assistant, DAS/SSS
Logistics Management & Properties Facilities Management	<ul style="list-style-type: none"> • Ms. Vibeke Glavind, Chief, DAS/Support Services Service • Mr. Stephen Stannah, OIC/DAS/SSS/FTMS • Ms. Wendy Noble, Chief, DAS/SSS/MPAU • Ms. Vesna Vurdelja, Chief, DAS/SSS/PCIU • Mr. Samuel Olago, Program Assistant, DAS/SSS/ • Mr Mubarak Shah, Chief, DAS/SSS//PTSS/TSVU • Mr. Gideon Nzuve, Administrative Assistant, DAS/SSS/HCO • Mr. Kevin Payne, Manager, DAS/SSS/COU
Information Technology Management	<ul style="list-style-type: none"> • Mr. Charles Emer, Chief DAS/ICTS • Mr. Pradeep Sood, Chief, DAS/ICTS/QAUSS • Mr. Vladimir Petkov, Chief, DAS/ICTS/Application Development and Solutions Section • Mr. Suresh Khattry, Chief, DAS/ICTS/NIS • Mr. Nebiyu Workine, Chief, DAS/ICTS//CS
Programme & Project Management	<ul style="list-style-type: none"> • Mr. Ega Musa Nasser, OIC, UNIC
Conference & Documents Management	<ul style="list-style-type: none"> • Mr. Rudy Van Djick, Chief, DCS • Mr. Pedro Espinosa, Spanish Interpreter, DCS/IS • Mr. Stephen A. Odera, Chief of Section, DCS/TES • Mr. Guanrong Shen, Chief of Section, DCS/IS • Mr. Augustinr Aghaulor, Chief of Section, DCS/PCS • Mr. Henry Hunt, Chief of Section, DCS/PSS

Focus Area	Name and Functional Title
Safety & Security	<ul style="list-style-type: none"><li data-bbox="963 243 1432 338">• Mr. Prince Bruce, Assistant Chief of Security, Security & Safety Services<li data-bbox="963 348 1432 434">• Mr. Elsaid Karara, Deputy Security Advisor, Security & Safety Services

SUMMARY OF RISK RATINGS

The risk assessment identified the following areas as Higher, Moderate and Lower Risk. A summary of the identified risks is shown below. Full details of the identified risks are listed in the attached risk register.

The overall risks have been rated as "higher risk", "moderate risk", or "lower risk" based on OIOS' assessment of the likelihood and impact of the occurrence of events or actions that might adversely affect the Organization's ability to successfully achieve its objectives and execute its strategies, after taking into account the representations made by programme managers concerning actions they have taken to prevent or mitigate the identified risks.

Table 2: Summary of identified risks

Focus Area	Overall Risk
i. Strategic Management and Governance ii. Safety and Security iii. Property and Facility Management iv. Human Resources Management v. Procurement and Contract Administration vi. Information Technology Management	Higher Risk
i. Financial Management ii. Logistics Management iii. Programme and Project Management iv. Conference and Documents Management v.	Moderate Risk
i. ii. iii. iv. v.	Lower Risk