



# International Auditor Fellowship Program Application

**Application Deadline: August 7, 2015**

Instructions (please type all information):

Part I: To be completed by nominee

Part II: To be completed and signed by the Head of the Supreme Audit Institution

Send completed packages to the address below:

**Package should include this application, TOEFL scores and a one-page written strategy paper statement.**

U.S. Government Accountability Office  
Program Manager, Strategic Planning & External Liaison  
441 G Street, NW, Room 7814  
Washington, DC 20548  
United States of America

Or

Email complete package to [Sandsp@gao.gov](mailto:Sandsp@gao.gov)  
(GAO currently uses the Windows XP Operating System, Microsoft Office Suite 2007, and Acrobat 9.)

## Purpose of the Program

The objective of the U.S. Government Accountability Office's (GAO) International Auditor Fellowship Program (IAFP) is to strengthen the capacity of supreme audit institutions (SAI) to fulfill their missions and enhance accountability and governance worldwide. Fellows participate in classroom training, observe key management meetings, obtain U.S. intergovernmental audit experience, and develop strategies to implement change within their respective SAIs. Participants are nominated by their leadership with the expectation that they will transfer the knowledge and skills gained to their respective SAIs.

## Program Content

The IAFP consists of three major segments. The orientation sessions provide fellows with an opportunity to learn how GAO plans, manages, and communicates the results of its work, and fellows also share information about their SAIs. The second segment includes course work in the technical and managerial aspects of auditing and introduces fellows to the policies, procedures, and practices at GAO. Fellows explore a variety of audit techniques and approaches with an emphasis on performance auditing and the knowledge and skills required to complete this type of work. During the third and final phase, fellows begin preparations for returning to their audit offices. They prepare organizational strategy papers describing what they expect to accomplish as a result of their participation in the program and devote time to studying techniques for introducing change. Fellows participate in classes focusing on instructional skills, effective classroom presentations and formal briefings, and leadership development skills.

To the extent possible, fellows also participate in informative briefings with organizations such as the Council of Inspectors General on Integrity and Efficiency, the Office of Government Ethics, and multilateral development banks.

# International Auditor Fellowship Program Nomination

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## Part I: Information About Nominee

### Personal information on nominee

Name (first, middle initial, family name)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
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Date of birth (month-day-year)	Place of birth (City, County)
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County of citizenship	County of legal permanent residence
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Home address (please provide complete street address, including postal code)	Office address (please provide complete street address, including postal code)
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Home telephone number	Office telephone number	Office facsimile number
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Work email address	Home email address
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### Education/Training

Name of University	Level of Degree/Certificate	Date Awarded (month-day-year)	Major Field of Study

### English Language Skills

*The Test of English as a Foreign Language (TOEFL) is required. A copy of the TOEFL official test scores must be provided with this application package. (A total minimum score of 550 (paper-based) or 80 (internet-based) is required in order to be considered as a candidate.)*

In addition, please indicate specific courses, activities, and experiences working or studying in English.

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**Other Significant Training**

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Please list names, dates, and locations of any important training programs attended. (If more space is required, please attach additional pages.)

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**Assessment of Computer Skills**

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<b>Software Package</b>	<b>Expert User</b> (no assistance required)	<b>Knowledgeable</b> (some minor assistance required)	<b>No Experience</b> (with this software package)
<b>MS Word</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Excel</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PowerPoint</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Internet</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>IDEA Software</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other</b> (please specify below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Computer Training or Skills

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**Current SAI Assignment**

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**Full name of SAI**

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**Full address** (please provide complete street address, including postal code)

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<b>Total number of years with SAI</b>	<b>Position title</b>	<b>Dates in this position</b> (month-year)	
		<b>From</b>	<b>To Present</b>
<b>Description of work</b>			

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**Other Relevant SAI Experience**

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<b>Position title</b>	<b>Dates in this position</b> (month-year)	
	<b>From</b>	<b>To</b>
<b>Description of work</b>		

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**Other Relevant SAI Experience**

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<b>Position title</b>	<b>Dates in this position</b> (month-year)	
	<b>From</b>	<b>To</b>

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**Description of work**

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**Other Job Experience**

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<b>Position title</b>	<b>Dates in this position</b> (month-year)	
	<b>From</b>	<b>To</b>

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**Description of work**

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## Expectations

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Please describe what you expect to gain by participating in this program, including plans for applying the experience to your SAI.

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### GAO's Expectations

If accepted into the International Auditor Fellowship Program, each participant will

1. adhere to the Program's training schedule,
2. attend all sessions and meetings as set out in the schedule,
3. complete all mandatory self-paced computer training sessions, and
4. submit all special projects.

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**Part II: Recommendation by the Head of the Supreme Audit Institution**

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Please describe the nominee's role or position in the organization.

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What qualities does your nominee possess that led to his/her nomination?

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How will the SAI ensure that the nominee will have the opportunity to transfer the knowledge, skills, and experience obtained from participating in this program to other colleagues in the SAI?

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**Strategy Paper Project**

Each participant selected is required to prepare a special strategy paper project in order to successfully complete the program. There are no exceptions to this requirement. We request that the nominees work directly with the Head of the SAI and its leadership to identify a specific topic or area of interest that the participant will introduce or champion upon his or her return. Some examples of topics selected by past participating fellows are "introducing standards," "internal controls," and "strategic planning." For your additional information, topics covered during the program are listed on the last page on this application package.

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**Strategy Paper Topic Selected:** \_\_\_\_\_

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**Please provide a one-page written statement on why the chosen topic is important to the SAI and a plan for incorporating potential changes or advancing capacities in this area. (If more space is required, please attach additional pages.)**

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**Approval**

<b>SAI Head name</b> (print first, middle, last)	<b>Date</b>
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**Full address** (please provide complete street address, including postal code)

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<b>SAI Head signature</b>	<b>Date</b>
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## Potential Topics to be Covered During the 2016 International Auditor Fellowship Program

Each session provides the fellows with an "overview" of the topic and some practical applications. None of these sessions provide the fellows with all of the technical skills necessary to become an expert on a particular topic.

### Orientation

- Mission, History, Organization of Participating SAls
- Mission, History, Organization of GAO
- GAO's Engagement Planning Process
- GAO and the Congress
- Communicating GAO's Message
- Developing/Implementing Policy and Methodology at GAO
- GAO's Field Offices: Responsibilities and Relationships
- Overview of Work: Inspectors General, State/Local Auditors

### Auditing Topics

- Approach and Methodology Selection
- Evidence and Documentation Fundamentals
- Internal Controls
- Interviewing Skills
- Referencing
- Report Writing and Reviewing
- Managing the Writing Process
- Performance Auditing (*If this topic is selected for the strategy paper, please specify what aspect of performance auditing is to be focused upon.*)
- Statistical Sampling
- International Perspectives
- Auditing for Fraud, Waste, and Abuse

### IT Topics

- Data Communications
- IT Auditing Methodology

### Training and Management Topics

- Assessing, Delivering, and Evaluating Training
- Critical Thinking
- Diversity and Inclusion
- Effective Presentation Skills
- Issues and Strategies in Introducing Organizational Change
- Leadership Skills
- Managing Yourself and Your Staff in a Changing Environment
- Starting and Maintaining High Performing Teams
- Strategic Planning