



International Organization for Migration (IOM)  
The UN Migration Agency

## OFFICE OF THE INSPECTOR GENERAL

### Management Response and Actions IOM Country Office Cairo Audit File No. EG202101

The IOM Office of the Inspector General (OIG) conducted an internal audit of the IOM Cairo (the “Country Office”) from 23 January to 19 February 2022. The audit assessed the risk exposure and risk management of the Country Office’s activities, in order to ensure these are well understood and controlled by the country-level management and staff. The audit covered the activities of the Country Office from November 2019 to October 2021. The results of the audit are public and can be accessed through IOM’s global website<sup>1</sup>.

The OIG assessed the Office as *partially effective, major improvements needed* and raised 20 audit findings and recommendations, of which 6 were very high and high priority. As of the date this summary is publicly available, all very high and high recommendations are implemented and closed.

### Management Response and Actions to the Open Recommendation of Internal Audit Report of EG202101 – IOM Cairo

#### Management and Administration

##### **Finding No.1 Incomplete Delegation of Authority Matrix and Assignment of tasks**

###### Finding Closed

The delegation of authority matrix as per the recommendation has been signed off and in use with effect from 01 June 2022. The signed delegation of authority matrix was shared to Internal Audit.

##### **Finding No.2 Absence of risk register and risk treatment plans**

###### Finding Closed

The process of establishment of risk register for IOM Egypt has been initiated by the compliance officer, the message with process steps to be adopted was shared to Internal Audit.

The risk register of Resource Management Unit as of July 2022 is shared to Internal Audit, which will be subject to review by end of the year.

#### Human Resources

##### **Finding No.6 Issues associated with consultancy contracts**

###### Finding Closed

Transparent process of recruitment of consultant ensured and any deviations are properly documented and endorsed by the Chief of Mission via note for file/memos, quality check of the documents attached is ensured by review by Human Resource assistant/head of Human Resources and Human Resources Management for all ongoing and future consultancy contracts.

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<sup>1</sup>[IOM Cairo](#)



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## **Finance and Accounting**

### **Finding No.9 Long outstanding items in vendor and staff accounts**

#### **Finding Closed**

Ongoing follow-up is done regarding the settling the outstanding amounts under vendor accounts. Kindly note that under the category of more than 120 days, there are insurance premiums which are amortized and charged in a monthly basis. Hence, the remaining amounts will be shown as balance under the vendor accounts. Under the category of above 90 days, there are security deposits of the office premises. For those under more than 60 days column, education grant advances of some international staff are included, which will be settled upon receiving the settlement bills from the schools submitted by staff to Manila Human Resources Operations.

## **Procurement and Contracting**

### **Finding No.11 Deficient Procurement process**

#### **Finding Closed**

It is ensured that the goods receipts are well documented and signed. All material coding reviewed at the purchase request check level in the online purchase request workflow to ensure the coding is done appropriately. Confirmation of goods and services receipt are documented and signed ensuring the specifications of the request verified in the goods receipt. Any deviations from procurement processes are well documented with clear justifications. A two-step review of purchase order and supporting document implemented by including it in the online purchase order approval system workflow. Supporting documents of vendor creation are verified and uploaded as necessary in the online Vendor Management Systems.

## **Information Technology**

### **Finding No.18 Inadequate Information and Communications Technology risk management**

#### **Finding Closed**

The report from ticketing system downloaded periodically to assess the recurring issues and appropriate measures taken to reduce/avoid the similar issues in future. The Information and Communications Technology risk register (draft) has been prepared in coordination with IOM Egypt (Regional Office) Information and Communications Technology unit as there are some shared services. The draft is under review of Information and Communications Technology Officer (Regional Office-Cairo), and draft uploaded herewith.

#### **OIG - Internal Audit Comment:**

**Internal Audit positively notes that the Country Office has already implemented the very high and high priority recommendations.**