**EUROPEAN COMMISSION**  
Job Description Form

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Job description version 13 (Active)  
Job description version 260137 in NEAR.R.3  
Valid from 26/07/2023 until

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<table>
<thead>
<tr>
<th><strong>Job Holder</strong></th>
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<tbody>
<tr>
<td><strong>Name</strong></td>
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**Job Profile**

**Position**  
CONTRACT AGENT FGIV

**Job title**  
External Auditor - Audit Task Manager

**Domains**

**Generic domain**  
EU NEIGHBOURHOOD

**Intermediate domain**

**Specific domain**  
AUDIT, CONTROL and INSPECTION

**Sensitive job**  
No

**Overall purpose**  
To contribute to the implementation and follow up of the external audit programme of the DG

**Legal disclaimer**
Functions and duties

+ PROCUREMENT and CONTRACT MANAGEMENT
  • Prepare terms of reference for audit and verification assignments for instruments under DG NEAR responsibility, including for the Facility for Refugees in Turkey (FRiT)
  • Manage the requests for services and the selection procedures.
  • Manage the assignments (preparation of contracts, monitoring the progress of contracts, payment processing, closure)
  • Ensure quality output of work done by the contractors
  • Analyse and approve the audit and verification reports.
  • Update CRIS and MIS throughout the procedure

+ AUDIT, CONTROL and INSPECTION
  • Communicate audit and verification findings to the various units
  • Follow up the implementation of the findings
  • Ensure records of the assignments, findings and follow up in the Audit Module
  • Provide support to Units and delegations on audit issues

+ HORIZONTAL COORDINATION
  • Monitor and report on the implementation of the audit programme of the team
  • Replace other members of the team as necessary
  • Contribute to the Units reporting obligations

+ INFORMATION and DOCUMENT MANAGEMENT
  • Correctly apply the Commission’s document management rules to the documents for which responsibility is held, following the instructions of the Head of Unit and with the help of the DMO correspondent of the unit; ensure in particular the correct registration and filing of these documents.

Job requirements

Experience

Languages

<table>
<thead>
<tr>
<th></th>
<th>Listening</th>
<th>Reading</th>
<th>Spoken Interaction</th>
<th>Spoken Production</th>
<th>Writing</th>
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<tbody>
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Knowledge

• BUDGET, FINANCE, CONTRACTS and ACCOUNTING
  ▪ Analysis of financial documents
  ▪ Financial information systems
  ▪ BUDGET and FINANCE
    ▪ Financial management
    ▪ Financial regulation and procedures
• AUDIT, CONTROL and INSPECTION
  ▪ INTERNAL CONTROL
    ▪ Control systems
  ▪ EXTERNAL AUDIT
    ▪ External audit process
Competences

- Analysing and Problem Solving
  - Ability to conceptualise problems, identify and implement solutions
  - Capacity to analyse and structure information
  - Creativity
- Communicating
  - Ability to communicate in meetings
  - Capacity to communicate technical or specialised information
  - Drafting skills
- Delivering Quality and Results
  - Ability to work in a proactive and autonomous way
  - Eye for detail / Accuracy
- Learning and Development
  - Flexibility (openness towards new demands, etc.)
- Prioritising and Organising
  - Capacity to deliver in a structured way
  - Planning capacity
- Resilience
  - Stress resistance
- Working with Others
  - Ability to work in a team
  - Knowledge sharing

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<th>Job Environment</th>
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Organisational entity

Presentation of the entity:

Job related issues

- Atypical working hours
- Specialised Job

Missions

- Frequent, i.e. 2 or more missions / month
- Long duration, i.e. missions lasting more than a week

Comments:

Workplace, health & safety related issues

- Noisy environment
- Physical effort / materials handling
- Work with chemicals / biological materials
- Radioprotection area
- Use of personal protective equipment
- Other

Comments:

Other

Comments:

29/07/2024