



EUROPEAN COMMISSION

Job Description Form

Job description version3 (*Approved*)
Job description version313847 in *NEAR.R.3*
Valid from01/09/2023until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIII

Job title

Internal Control Assistant

Domains

Generic domain

EXTERNAL RELATIONS

Intermediate domain

Specific domain

AUDIT, CONTROL and INSPECTION

Sensitive job

No

Overall purpose

To contribute to the implementation of the internal control framework and risk management related processes for the DG.

Legal disclaimer

Functions and duties

+ INTERNAL CONTROL

- *Assist in the effective implementation of the internal control framework in DG NEAR under the guidance and supervision of the Team Leader*
- *Contribute to the regular assessment of the effectiveness of internal control, also part of the Annual Activity Report (part 2)*
- *Ensure the follow-up of any internal control deficiencies at DG level*
- *Maintain an overview of supervision missions planning, implementation and follow-up in the DG*
- *Contribute to notes, briefings and awareness raising measures (e.g., intranet pages, staff surveys, articles, trainings, seminars, newsletters) on internal control*
- *Contribute to the review of the DG's Internal Control Strategy and in general to its internal control framework (e.g., supervision mission manual, sensitive functions policy, internal control monitoring criteria)*

+ RISK ANALYSIS

- *Assist in the effective implementation of risk management systems in DG NEAR under the guidance and supervision of the Team Leader*
- *Coordinate risk management exercises in order to prepare and manage DG NEAR's risk register*
- *Facilitate the follow-up of the risk management action plans at DG level*
- *Contribute to notes, briefings and awareness raising measures (e.g., intranet pages, staff surveys, articles, trainings, seminars, newsletters) on risk management*
- *Contribute to the review of the DG's risk management framework (e.g., risk management implementation guidelines)*

+ ANTI-FRAUD

- *Ensure the follow-up and monitoring of the Action Plan of DG NEAR Anti-Fraud Strategy under the guidance and supervision of the Team Leader*
- *Contribute to the review of the DG NEAR Anti-Fraud Strategy*
- *Contribute to notes, briefings and awareness raising measures (e.g., intranet pages, staff surveys, articles, trainings, seminars, newsletters) on fraud-related matters*
- *Contribute to the regular reporting to the DG management and Commissioner on the status of the anti-fraud measures in DG NEAR*

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- *Provide support and advice to the head of unit as well as to the other sectors of the unit and to other units, Directorates and Delegations, as required, and to contribute to achieving the unit's overall objectives*
- *Support the provision of guidance and promotion of best practices throughout the Directorate General on the team's areas of activity.*
- *Replace other members of the team as necessary*
- *Contribute to the unit reporting and briefing obligations*
- *Participate in networks and meetings representing DG NEAR as required*

+ 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"

+ ANTI-FRAUD, AUDIT, CONTROL and INSPECTION

Job-Related experience:at least 1 year

Qualifier:an advantage

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C2	C2	C2	C2	C2
French	B1	B1	B1	B1	B1

Knowledge

- *ANTI-FRAUD*
FRAUD DEFINITION and ANALYSIS
- *AUDIT, CONTROL and INSPECTION*
INTERNAL CONTROL
RISK ANALYSIS
GENERAL AUDIT (STANDARDS, METHODS and PROCEDURES)
- *IT TOOLS for SPECIFIC APPLICATION AREAS*

Competences

- *Communicating*
Ability to understand and be understood
Assertiveness
Drafting skills
- *Delivering Quality and Results*
Eye for detail / Accuracy
- *Resilience*
Perseverance
- *Working with Others*
Confidentiality
Knowledge sharing
Sociability skills

Job Environment

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: