

Vacancy notice - NEAR R3 - Audit and Internal Control

Job description type: External Auditor – IMBC verifications, Job no. 326602

(Contract Agent - FG IV)

We are

DG NEAR's key mission is to take forward the EU's neighbourhood and enlargement policies. This includes providing financial assistance to the countries covered by these policies to enable them to carry out the necessary reforms. The DG works closely with EU Delegations, the European External Action Service and DGs in charge of thematic priorities.

Located within the Resources Directorate R, Unit R3 undertakes all activities relating to external audit, accountancy, relations with the European Court of Auditors and the Internal Audit Service, internal control framework, antifraud, IMBC, relations with OLAF and risk management for DG NEAR. The unit coordinates the assurance process for DG NEAR, which builds also on the results of an annual residual error rate study.

The unit has 24 staff split into four teams of which the IMBC/ verifications and external control team (EXCO) Team, where the post is proposed. Unit R3 promotes an open-minded and friendly environment, and a back-up support is ensured for all key tasks within each team.

We offer

The successful candidate will occupy an interesting position as External auditor – IMBC verifications in a friendly unit with challenging responsibilities and motivating working environment.

The IMBC team is responsible for verifying that the conditions for entrustment of budget implementation tasks to the IPA II and IPA III beneficiaries are in place, following up on previous reports, and carrying out the stock-taking/advisory missions for IPA III multi-annual programmes (AL, ME, MK, RS, TR). It also follows closely the work of the audit authorities (AA) in IMBC, reviews the annual audit activity reports and issues guidance and advice on audit-related and methodological topics (sampling, audit strategy, error rates, etc.).

The IMBC team has a regular workflow, which requires quality work on file preparation, implementation and regular follow-up and monitoring. The successful candidate will be able to build fruitful contacts with the national authorities of the candidate countries and with colleagues within the DG and its Delegations. He/she will be expected to prepare, execute and follow-up IMBC verifications in beneficiary countries benefiting from pre-accession assistance and to assess the effectiveness and efficiency of the management, supervision and control systems set up for managing EU funds in these countries.

The post provides an exceptional opportunity for gaining full understanding of the indirect management with beneficiary countries, of the various tasks of the unit R3 overall, and of the functioning of the DG. In addition to the above, the successful candidate will also ensure an adequate document management for his/her part of the work.

We look for

A proactive and service-oriented colleague, who could integrate the team rapidly and has:

- Very good understanding of audit and control work - previous experience as auditor in Shared and Indirect Management is an asset
- Previous experience with national Audit Authorities under Indirect/Shared Management is an asset (review of annual audit reports, review of work of the AA, annual coordination meetings)
- Strong analytical skills and the ability to communicate the results
- Excellent organisational skills and sense of initiative
- A commitment to meet deadlines, resilience and an ability to deal with several tasks at the same time
- Flexibility and ability to work both in a team and independently
- Proven experience in coordination with internal and external stakeholders
- Excellent communication and drafting skills in English
- Good knowledge of DG NEAR domains, policies and programmes
- A high level of enthusiasm and motivation, interest in continuous learning
- Has good skills in Office tools, in particular Excel

Recruitment policy

Only FG IV contract agents in the Commission, candidates from the FG IV EPSO CAST valid reserve list or candidates registered as FG IV in the EPSO CAST database may apply.



EUROPEAN COMMISSION

Job Description Form

Job description version2 (*Active*)
Job description version326602 in *NEAR.R.3*
Valid from15/01/2020until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

External Auditor - IMBC verifications

Domains

Generic domain

EXTERNAL RELATIONS

Intermediate domain

Specific domain

AUDIT, CONTROL and INSPECTION

Sensitive job

No

Overall purpose

To perform IMBC verifications and to assist in their follow up

Legal disclaimer

Functions and duties

+ AUDIT, CONTROL and INSPECTION

- Prepare, execute and follow-up IMBC verifications in beneficiary countries benefiting from pre-accession assistance either by using the resources of the sector or by managing external contracts.
- Assess the effectiveness and efficiency of the management, supervision and control systems in beneficiary countries set up for managing the use of EU funds.

+ AUDIT, CONTROL and INSPECTION

- Follow-up developments in the beneficiary countries
- Assess and analyse documents and reports received from colleagues, beneficiaries countries. In particular assess and analyse the quality of the documents, identified in IPA and IPA II Regulations, which are submitted by beneficiary countries audit authorities.
- Provide guidance and assistance to the geographical units and EUDs, as needed, in the preparation and implementation of management and control systems

+ AUDIT, CONTROL and INSPECTION

- Provide support and advice to colleagues and the Head of Unit as well as to the other sectors of the Unit, as required, and to contribute to achieving the Unit's overall objectives
- Replace other members of the Sector and Unit as necessary

+ INTER-SERVICE COORDINATION and CONSULTATION

- Liaise regularly with other Directorates-General involved in pre-accession funds to ensure common approach to audit and control issues.
- Launch and follow-up replies to consultations with other associate Directorates General and Commission services as well as the participation in inter-service meetings in the domain of IPA and its predecessors.

+ INFORMATION and DOCUMENT MANAGEMENT

- Register, file, store documents on any support in the appropriate systems, under supervision of the document management officer (DMO) or head of document administration center (CAD).
- Provide the files and documents needed for current work.
- Apply the rules for document management and archives.
- Arrange files and records.
- Receive, maintain, locate, access documents and records.

Job requirements

Experience"

+ INTERNAL AUDIT, AUDIT, CONTROL and INSPECTION, EXTERNAL AUDIT, GENERAL AUDIT (STANDARDS, METHODS and PROCEDURES)

Job-Related experience: at least 5 years

Qualifier: essential

Languages

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

Knowledge

- **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**
 - BUDGET and FINANCE**
 - Budgetary rules and procedures
 - Budget monitoring and reporting
 - PROCUREMENT and CONTRACT MANAGEMENT**
 - Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters
 - Rules and procedures relating to the preparation of contracts
- **AUDIT, CONTROL and INSPECTION**
 - GENERAL AUDIT (STANDARDS, METHODS and PROCEDURES)**
 - Audit standards, techniques and review methods
 - Audit systems of applicant countries
 - Systems auditing
 - EXTERNAL AUDIT**
 - External audit process
- **IT TOOLS for SPECIFIC APPLICATION AREAS**
 - IT tools for **FINANCE, BUDGET and CONTRACTS and ACCOUNTING**
 - CRIS (Common Relex Information System) Saisie Budget**

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: