



## **MAKE A DIFFERENCE – JOIN THE EUROPEAN COMMISSION**

Do you want to help shape the future of the European Union? Make the planet greener, promote a fairer society, or support businesses and innovation across the EU? Then come and work for the European Commission where you can really make a difference!

Commission staff are a diverse group of people, who are motivated to help make Europe – and the world – a better place. They come from the 27 Member States of the European Union. Different nationalities, languages and cultures make the Commission a vibrant and inclusive working place.

### **WE OFFER ATTRACTIVE WORKING CONDITIONS AND MUCH MORE:**

- Interesting and challenging positions with plenty of opportunities for training and acquiring new skills and competencies over your whole career;
- Opportunities to try several areas of work throughout your career;
- Flexible working conditions and the possibility of teleworking – we care about your work-life balance;
- A competitive financial package, including comprehensive sickness, accident and pension schemes;
- Multilingual schools for your kids;
- We are also proud to be an equal opportunity employer and promote diversity and inclusion.

### **We recruit from a wide range of backgrounds:**

We are not only recruiting political scientists and lawyers but also looking for all kinds of profiles, including natural scientists, linguists and economists, as well as drivers and engineers.

For more information [ec.europa.eu/work-with-us](https://ec.europa.eu/work-with-us).



## STAFF RECRUITED ON CONTRACTS

In addition to permanent officials, the European Commission often recruits non-permanent staff. There are two categories of non-permanent staff:

- **temporary agents** are recruited to fill vacant positions for a set amount of time or to perform highly specialised tasks.
- **contract agents** may provide additional capacity in specialised fields where an insufficient number of officials is available or carry out a number of administrative or manual tasks. They are generally recruited for fixed-term contracts (maximum 6 years in any EU Institution), but in some cases they can be offered contracts for an indefinite duration (in offices, agencies, delegations or representations).

For more information on different [staff categories](#).



# Internal Auditor

## Internal Audit Service of the European Commission

**Selection reference: IAS/COM/2024/001**

**Domain:** Audit

**Where:** Internal Audit Service, Brussels

**Staff category and Function Group:** Temporary agent 2b/2d - Administrator

**Grade:** AD 5-8

**Publication deadline:** 06/11/2024 - 12.00 (Brussels time)

### WE ARE

We are the Internal Audit Service (IAS) of the European Commission, composed of around 160 highly motivated staff working in a friendly and collaborative environment. The IAS audits management and control systems of Commission Directorates General and services, of executive agencies, and of a number of decentralised EU agencies and other autonomous bodies receiving contributions from the EU budget. The IAS carries out its mission in accordance with the governance arrangements of the European Commission, the Financial Regulation, the international internal audit standards of the Institute of Internal Auditors (IIA).

The IAS reports and is functionally accountable to the Audit Progress Committee (APC) regarding its audit activities in the Commission and executive agencies. For its work in decentralised EU agencies and other autonomous bodies, the IAS reports functionally to the Board and the Executive Director of each respective entity. Its independence is guaranteed in its Mission Charter.

### WE PROPOSE

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We propose several interesting opportunities for talented and motivated colleagues to join the IAS as internal auditors. The IAS has 11 audit units, each consisting of around 12 highly committed and qualified professionals, working in a collaborative and welcoming environment. Each unit is responsible for a specific portfolio focused on specific policy areas to ensure efficient operations. The successful candidates will participate in various financial and operational/performance audit engagements aiming to assess the internal control, risk management, and governance processes of the services audited and improve them through practical and effective recommendations and advice. They will contribute to the audit process, from the planning phase (including the preliminary risk assessment) to the preparation of the audit report. They will work initially as team members, but they may get opportunities for developing professionally and moving into a team leadership role. In addition, they may serve as correspondent for one/some of the audited entities in the unit's portfolio and will contribute to the horizontal tasks of the unit as well as to the evolution of the IAS. They will also have the opportunity to assist in the continuous improvement of the audit methodology, the



internal procedures, the quality and the efficiency of the audit process. The IAS values and supports all its staff in their professional and personal growth through a comprehensive audit training program, enabling them to become familiar with its core business, procedures, and specific working tools. It also encourages continuous professional education (including obtaining audit-related professional qualifications such as CIA and CISA). In some units, as certain audited entities are located outside of Belgium, the role may involve up to five one-week missions per year. Additionally, successful candidates recruited in a certain unit may be asked to temporarily work on audit assignments for other units.

## **WE LOOK FOR**

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We look for highly motivated, dynamic, reliable, and well-organised persons, with a high standard of professional and technical competence. Strong written and oral communication skills are essential, along with the ability to work well within a team, demonstrate strong interpersonal skills (able to build and maintaining relationships with stakeholders), show initiative, and exercise good judgment. The applicants must have:

- a prior audit experience of at least 3 years in assessing the internal control systems in the areas of financial, operational or supporting processes (e.g. human resources, budget management, planning and programming, project management);
- a good knowledge of internal audit principles and methodologies;
- a good knowledge of internal control and risk management frameworks (COSO, COSO-ERM);
- a good understanding of the principles of governance and sound management of resources;
- the ability to analyse complex situations, exercise critical thinking, identify root causes and propose cost-effective solutions to improve audited entities' internal control systems;
- the ability to draft and communicate clearly and concisely in English.

The following would be an asset:

- a prior audit experience related to EU funds or a public sector entity;
- a professional certification in internal auditing (CIA, CISA or CGAP) or external auditing (ACCA, statutory auditor);
- a propensity for leading a small team of auditors, and abilities in planning appropriate procedures and methods to meet the team's objectives while considering the efficient use of resources;
- experience in data analysis, sampling techniques/statistics;
- an interest in cybersecurity and digital auditing (including IT governance, digital transformation initiatives,...);
- understanding of functioning of financial instruments.



## **HOW TO EXPRESS YOUR INTEREST?**

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You should send your documents **in a single pdf** in the following order:

1. your CV      2. motivation letter      3. duly filled in application form.

Please send these documents by the publication deadline to [IAS-RECRUITMENTS@ec.europa.eu](mailto:IAS-RECRUITMENTS@ec.europa.eu) indicating the selection reference IAS/COM/2024/001 in the subject.

**No applications will be accepted after the publication deadline.**



## ANNEX

### 1. Selection

#### ➤ Am I eligible to apply?

#### **You must meet the following eligibility criteria when you validate your application:**

Our rules provide that you can only be recruited as a temporary agent at the European Commission if you:

##### General criteria:

- Are a citizen of a Member State of the EU and enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by applicable laws concerning military service;
- Are physically fit to perform the duties linked to the post;
- Produce the appropriate character references as to suitability for the performance of the duties.

##### Qualifications:

In order to be recruited in this position, you must have at least a level of education which corresponds to completed university studies of at least 3 years attested by a diploma.

Only qualifications issued or recognised as equivalent by EU Member State authorities (e.g. by the Ministry of Education) will be accepted. Furthermore, before recruitment, you will be required to provide the documents that corroborate the eligibility criteria (diplomas, certificates and other supporting documents).

##### Languages:

- have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU<sup>1</sup>
- AND a satisfactory knowledge (minimum level B2) of a second official language of the EU, to the extent necessary for the performance of the duties.

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<sup>1</sup> The official languages of the European Union are: BG (Bulgarian), CS (Czech), DA (Danish), DE (German), EL (Greek), EN (English), ES (Spanish), ET (Estonian), FI (Finnish), FR (French), GA (Irish), HR (Croatian), HU (Hungarian), IT (Italian), LT (Lithuanian), LV (Latvian), MT (Maltese), NL (Dutch), PL (Polish), PT (Portuguese), RO (Romanian), SK (Slovak), SL (Slovenian), SV (Swedish).



### ➤ **What about the selection steps?**

The post was published internally within the Commission, inter-institutionally, and brought to the attention of competition laureates.

In accordance with Article 29 of the Staff Regulations, applications from Commission officials, officials from other Institutions, and laureates of competitions have priority. Only in the case that no suitable candidate can be found from the afore-mentioned categories this vacancy notice is published and is open to other applicants<sup>2</sup>.

The selection panel will choose a limited number of candidates for interview, based on the CV and motivation letter that they submitted. Due to the large volume of applications, we may receive, **only candidates selected for the next step of the selection phase will be notified.**

For operational reasons and in order to complete the selection procedure as quickly as possible in the interest of the candidates and of the institution, the selection procedure will be carried out in English and possibly in a second official language.

## **2. Recruitment**

The candidate selected for recruitment will be requested to supply documentary evidence in support of the statements made in their application.

The successful candidate will be required to undergo a mandatory pre-recruitment medical check-up, carried out by the Commission.

### ➤ **Type of contract and working conditions**

The place of employment will be in **Brussels**.

In case the successful candidate is an external candidate, s/he will be engaged as a **temporary agent under Article 2(b)/2(d) of the [Conditions of Employment of Other Servants](#), in function group AD.**

The recruitment grade, as well as the step in that grade, will be defined on the basis of the duration of the candidates' previous appropriate professional experience, in accordance with [Commission Decision C\(2013\)8970](#) laying down the criteria applicable to classification in step on engagement.

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<sup>2</sup> Officials from the Commission or other Institutions are invited to use the standard channels (Sysper or inter-institutional vacancy portal).



The duration of the **1<sup>st</sup> contract will be of 1 to 3 years**. The contract might then be extended only once for a maximum of 2 years and in the interest of service. The duration of the extension will be defined according to the General Implementation Rules in force at that moment, in accordance with [Commission Decision C\(2013\)9049](#) on policies for the engagement and use of temporary agents.

All new staff have to successfully complete a 9-month probationary period.

The pay of staff members consists of a basic salary supplemented with specific allowances, including, where applicable, expatriation and family allowances. The provisions guiding the calculation of these allowances can be consulted in the Conditions of Employment of Other Servants. As a member of staff of the European institutions, your pay is subject to a tax raised by those institutions.

The European Commission applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations.

Should you need further information on working conditions, please refer to [Working conditions and benefits of EU Careers](#).

For information related to Data Protection, please see the [Specific Privacy Statement](#) under “7. Information to data subjects on their rights”, to find your rights and how to exercise them in addition to the privacy statement, which summarises the processing of your data.