

EEAS Vacancy Notice Administrator

Administrator – Deputy Head of Division - Internal audit SG.AFFGEN.5

(EU Staff Members: AD5-12/ Candidates from Member States: AD09)

Job n. 258117

We are:

The European External Action Service (EEAS), which supports the work of the High Representative in defining and implementing an effective and coherent EU foreign policy. The EEAS supports her tasks of conducting the EU's Common Foreign and Security Policy and chairing the Foreign Affairs Council. It also supports the High Representative in her capacity as Vice President of the Commission with regard to her responsibilities within the Commission in the external relations field including the coordination of other aspects of the EU's external action. The EEAS works in close cooperation with Member States, the Council and relevant services of the European Commission.

We propose:

The position of Deputy Head of Division within the Internal Audit Division (EEAS.SG.AFFGEN.5).

Within the EEAS, the Internal Audit Division reports to the Director for General Affairs and the Secretary General. Its mission is to assist senior management with independent, objective assurance and consulting services mainly to evaluate and improve the effectiveness of governance, risk management and control processes. Assignments cover the financial area as well as operational aspects of the Service. Due to the diversity of the activities of the EEAS, the work of the Division is broad and challenging.

Among the different tasks assigned to it, the Internal Audit Division has to support the SG and AOSD's at Headquarters and in Delegations by reporting its views on the level of sound management as practiced in the execution of the EEAS Administrative Budget, in particular through the so-called ex-post control -on administrative and financial issues- for both HQ divisions and Delegations.

Functions and main responsibilities:

- Be mainly in charge of the overall monitoring and controlling of the Ex-posts control activities (maintaining and developing the methodology, audit sampling, quality reviews on ex post control results and reports);
- Supervise the work of the assistant auditors in charge of ex post controls including preparing the work plan and distribution/supervision of tasks;
- Focal point inside the Division for the development of management information (data mining, development of audit tools and data base);
- Assist the Head of Division in developing a risk-based audit programme;
- Ascertain nature of a process and identify risks and key control points;
- Plan appropriate audit procedures and methods to meet the objective of the engagement, considering the efficient use of resources;
- Objectively analyse evidence to evaluate the adequacy, efficiency and effectiveness of the internal control system. Perform tests if needed;
- Validate the findings. Record relevant information to support the findings and opinion;
- Formulate objective opinion on the internal control system and its performance;
- Write audit report presenting findings, the opinion and recommendations;
- Follow up and review corrective actions taken by management;
- Carry out other advisory and consulting assignments at the request of the Head of Division;
- Review the work of other auditors as part of a quality review of the work of the Division;

- Operate in accordance with relevant provisions, in particular with internationally established professional internal auditing standards and best practices.

We look for:

- A highly motivated, discreet and dynamic candidate with several years of proven experience in the field of audit/financial control;
- A candidate with a sound understanding of all accounting, financial and administrative aspects of the functioning of the EU budget in order to duly guide the staff members concerned and train them in the audit and ex-pots control activities;
- A creative and solution-oriented person with a strong analytical capacity, combined with sound judgement;
- Excellent capacity to communicate (both orally and by written) and to maintain a positive and constructive professional relationships with the colleagues of the EEAS, while respecting the independent role of internal auditing;
- Good sense of organisation, priority-setting and ability to react quickly to new demands;
- Capacity to work in a small team and to work independently;
- Availability to perform audit mission at Headquarters and in Delegations abroad;
- Good computer skills.

Eligibility Criteria¹

In accordance with Article 98 of the Staff Regulations (SR) and in order to meet the needs of the service candidates must:

1. be officials of the EU Institutions, or temporary staff to whom Article 2 (e) of the Conditions of the Employment of Other Servants of the European Union (CEOS)² applies or staff from national diplomatic services of the Member States;
2. have the capacity to work in languages of CFSP and external relations necessary for the performance of their duties. Knowledge of other EU languages would be an asset;
3. have **at least 3 years' proven**, pertinent external relations experience - for staff from national diplomatic services this experience must have been gained from working in a diplomatic service of one of the Member States.

Also, in order to satisfy the requirements set out in Article 12 of the CEOS, Member State applicants must:

4. be nationals of one of the EU Member States;
5. possess a level of education
 - a. which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more, OR
 - b. which corresponds to completed university studies attested by a diploma and relevant professional experience of at least one year when the normal period of university education is at least three years.³
6. have gained **at least 10 years' full time professional experience**. This experience must have been gained after obtaining the four-year diploma or after obtaining the three-year diploma and the one year relevant professional experience

¹ All the eligibility criteria must be met on the closing date for applications to this post.

² <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

³ The minimum of one year of professional experience required under (b) counts as an integral part of the above qualification and cannot be included in the professional experience required under point 3.

Furthermore, in order to be eligible, **EU staff members** must be in one of the grades **AD5 to AD12** and have the Type of post of the person "ADMINISTRATOR" (AD5-AD7) or "PRINCIPAL ADMINISTRATOR" (AD8-AD12), or they must be AST officials who have successfully passed the certification procedure.

EEAS staff whose Type of Post of the Person is "Senior administrator in transition" (AD14) and "Principal administrator in transition" (AD13) can also show their interest for this job. If selected, she/he will be transferred in the interest of the service. This transfer in the interest of the service will not modify the Type of Post of the Person. Transfers in the interest of the service under Article 7 SR are only possible within the same Institution, therefore EU officials AD13 and AD14 from other Institutions are not eligible.

Applications from officials currently serving in a Delegation are, in principle, not eligible and may only be considered in the interest of the service or in case of career progression.

In the above paragraph, "career progression" includes AST staff members who have successfully completed the certification procedure and who are applying for their first AD post.

SELECTION CRITERIA:

Candidates should:

- have an excellent ability to maintain diplomatic relations and to ensure representation, communication in a complex, multicultural environment;
- have an excellent capacity to create constructive working relations with national authorities, international organisations and EU Member States;
- have strong drafting, communication and analytical skills combined with sound judgement;
- have excellent knowledge of external relations, internal policies and functioning of the Union;
- have the ability to deputise for the Head of Division with regard to both managerial and representational responsibilities, and the ability to lead and motivate teams;
- have proven experience in the key areas of in the field of audit (internal and external) or financial control activities;
- excellent drafting skills (both in English and French) of audit reports with a real added value, notably in the quality of the recommendations and a focus on improving the efficiency and effectiveness of the Service's operations;
- good sense of the responsibility and initiative, good communication skills, excellent team spirit and the willingness to contribute to the good atmosphere of the Division and the Institutions;

Furthermore:

- experience of working in an Embassy, a Delegation (or equivalent in an international organisation);
- experience of working in a team in multi-disciplinary and multi-cultural environment;
- experience of negotiations;
- Level of education and domain of expertise relevance with the job. A relevant professional qualification from recognised accounting, auditing or financial management professional bodies (e.g. Chartered Accountant, Certified Internal Auditor, Certified Government Auditing Professional);
- good knowledge in the field of internal control standards and risk management;

- knowledge and/or proven experience of the use of different IT tools useful to generating information (e.g. MS Excel, MS Access, ABAC or other accounting software packages such as SAP, Business Objects,) or the abilities to use such tools;
- strong knowledge and/or proven experience of budgetary, financial and administrative procedures of EU budget; and
- experience of working with statistics, logical and the capacity to work with IT databases

would be strong assets.

TYPE AND DURATION OF CONTRACT

If the successful candidate is an EU staff member, s/he will be appointed according to Articles 29.1.(a)(i) or (ii) and 98.1 of the Staff Regulations and according to the rules on grade set out above.

If the successful candidate is from a national diplomatic service s/he will be offered a contract as temporary agent under Article 2(e) of the CEOS; such contracts have a maximum duration of 4 years. The appointment will be at AD 9 level⁴.

In accordance with Article 6(11) of Council Decision 427/2010, each Member State shall provide its officials who have become temporary agents in the EEAS under Article 2(e) of the CEOS with a guarantee of immediate re-instatement at the end of the period of service to the EEAS.

All newly engaged temporary staff members are required to complete successfully a probationary period of 9 months.

PLACE OF EMPLOYMENT

Brussels, Belgium

SPECIFIC CONDITIONS OF EMPLOYMENT

The successful candidate will be required to undergo security vetting if (s)he does not already hold security clearance to an appropriate level, in accordance with the relevant security provisions.

Successful candidates will be required to act independently in the public interest and to make a declaration of any interests which might be considered prejudicial to their independence, as set out in the Staff Regulation and CEOS.

EQUAL OPPORTUNITIES

The External Action Service applies an equal opportunities policy.

APPLICATION AND SELECTION PROCEDURE⁵

Mobility is a fundamental part of EEAS human resources policies, and is required by the EEAS Council Decision. Candidates should be aware that, accordingly, it is not generally in the

⁴ The basic salaries offered by the EU institutions are set out in Article 66 of the Staff Regulations. The current level, set out in Regulation n° 423/2014 of the European Parliament and of the Council, can be accessed via the link <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32014R0423&from=EN>

⁵ Your personal data will be processed in accordance with Regulation (EC) 45/2001, as implemented by decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. The privacy statement is available on EEAS zone (<http://webgate.eeas.testa.eu/eeas/eeaszone/?q=node/26247>) and on the EEAS website (http://eeas.europa.eu/data_protection/rights/index_en.htm).

interests of the service for EEAS Staff Members to apply for jobs which are essentially the same or similar to their current post.

The procedure will take place in three different and successive steps:

1. Application

Candidates may apply for one or more of the posts published in the context of this "2017/77 - HQ (AD) Publications –Deputy Head of Division - SG.AFFGEN.5 " exercise.

Before submitting their application, candidates should carefully check whether they meet all the eligibility criteria in order to avoid automatic exclusion from the selection procedure.

Candidates must apply through the on-line system:

<https://webgate.ec.europa.eu/eapplication/index.cfm>

To log on to the system, an ECAS (European Commission Authentication Service) password is required; candidates without a password can register to get one through the afore-mentioned link from **28 June 2017**. EU staff members with a professional ECAS account should use that account for their application. A helpdesk facility is available via the "Contact Support" function within the on-line system.

During the on-line application procedure candidates will have to upload their **CV** and **motivation letter** (in English or French). Candidates from the Member States will, in addition, have to upload a copy of their **passport/ID** and a **statement by their Ministry for Foreign Affairs** confirming their membership of a diplomatic service and the Ministry's support for the candidate's application for this post.

All candidates will have the opportunity to follow the progress of their application through the on-line system.

Applications may be made at any point during the period from **28 June 2017 to 7 September 2017 at 12.00 midday (Brussels time)**. Please note that the only way to submit an application is using the on-line system.

As the system may experience peak activity around the deadline, candidates are strongly advised to submit their application as early as possible. **Late applications will not be accepted.**

For correspondence concerning the selection procedure, please use the following email address:

EEAS-HQ-APPLICATIONS-AD@eeas.europa.eu

2. Pre-selection

The selection panel will make a pre-selection on the basis of the qualifications and the professional experience described in the CV and motivation letter, and will produce a shortlist of a limited number of eligible candidates who best meet the selection criteria for the post.

3. Selection

The candidates who have been pre-selected will be invited for an interview so that the selection panel can evaluate them objectively and impartially on the basis of their qualifications, professional experience and linguistic skills, as listed in the present vacancy notice. The selection panel will recommend a shortlist of candidates for a final decision by the relevant Appointing Authority. He/she may decide to interview the candidates on the final shortlist before taking this decision.

It is recalled, that if the interest of the service so requires, the selection procedures can be terminated at any stage and the post be filled by a transfer in accordance with Article 7 of the SR.

CONTACT:

Ms Tanya VAN GOOL

Tel: +32 (0) 2 584 3383 **Email:** Tanya.VAN-GOOL@eeas.europa.eu