



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE N° COR/AD5-AD11/14/24

Internal Audit Administrator

Unit	Internal Audit
Vacancy	AD5-AD11
Type of post	ADMINISTRATOR
	Publication under Article 29(1)(a), (b) and (c) of the Staff Regulations
Date of publication	18/04/2024
Deadline:	06/05/2024 at noon (Brussels time, CET)

Your job and responsibilities

Do you want to contribute to the successful implementation of the mission statement of the European Committee of the Regions (CoR) by providing independent, objective assurance and advice to senior management through a systematic and disciplined approach aiming to evaluate and improve the effectiveness of governance, risk management and control systems?

As administrator, you will participate in various audit missions aimed at assessing if governance, risk management and control systems are effective and adequate to ensure that CoR achieves its objectives according to the existing rules. You will be involved in all stages of the procedure, from the planning phase to the preparation of the audit report. The audit and advice engagements cover the various processes implemented by CoR to achieve its objectives. It also includes the joint services (Directorates for Translation, Logistics and Innovation and Information Technology) which are shared with the European Economic Social Committee.

You will also be responsible for the follow-up of each audit in order to assess the implementation of the audit recommendations on the basis of an action plan agreed with the audited entity. You will, if necessary, support the audited entity in implementing its action plan.

Furthermore, you will be part in the continuing improvement of the audit methodology and the internal procedures to ensure the performance of the audit process.

Who are we? What are the challenges for us ahead?

We are a small and dynamic unit working in a friendly atmosphere. The Unit is composed of four members under the supervision of the CoR Internal Auditor (the Head of Unit). We directly report to the Secretary-General of the CoR, and functionally to the Audit Committee.

Our mission is to provide independent, objective assurance and consulting services designed to add value and improve the operations of the CoR, in accordance with the Financial Regulation and the international auditing standards and the Code of Ethics of the Institute of Internal Auditors (IIA). The internal audit independence is guaranteed in the Financial Regulation and in its Mission Charter.

We achieve our mission through a systematic approach encompassing four main steps: firstly, we identify the areas to be audited in the context of a risk-based pluriannual planning. Secondly, during the fieldwork, we analyse the characteristics of the audited processes, their performance, risks and the controls in place, through analysis of documents, sampling techniques, interviews to the main actors, benchmarking etc. Thirdly, in cooperation with the auditees, we propose recommendations to mitigate the risks identified and improve performance. Fourthly, we follow up and advise with the implementation of the recommendations.

Our main current challenge is to contribute increasing the impact and the efficiency of our Institution, through audit engagements, advising and the participation in horizontal working groups.

Are you the talent we are looking for?

GENERAL ABILITIES AND CAPACITIES REQUIRED

- Think with a critical spirit, analyse and solve problems pragmatically.
- Assess critically credibility and reliability of sources, data and information and use relevant digital tools to carry out the duties.
- Organise own work, demonstrate responsibility, identify priorities, take appropriate decisions and deliver results.
- Adapt to an evolving working environment, demonstrate commitment and adopt constructive attitude at all times. Remain effective and flexible even during period of heavy activity.
- Take initiative to achieve individual and shared objectives, demonstrate ownership and work autonomously.
- Learn and professionally develop to continuously enhance job performance and knowledge of the organisation and working environment.
- Work together with others in a constructive way by contributing to diverse and inclusive working environment. Demonstrate respect and courtesy at all times.
- Convey information and relevant opinions clearly and concisely both orally and in writing, facilitate interaction and engage effectively with others. Treat confidential or sensitive information accordingly.

JOB-SPECIFIC REQUIREMENTS

- You have a thorough knowledge of an official language of the European Union and a satisfactory knowledge of another official language of the European Union. For functional reasons, a very good knowledge of English is required. Knowledge of French is desirable.
- You are proficient in using the most common IT applications (Excel, ABAC and accessorially Business Object) and willing to learn new (online) technologies when needed.
- You have an excellent ability to analyse complex situations and to draft related conclusions and recommendations.
- You have very good judgement capacity combined with a critical and constructive mind.
- You have sound experience in internal audit (preferably in an EU institution), risk management or internal control.
- You are able to quickly assimilate the regulatory framework and internal procedures.
- You have a very good knowledge of the EU ethical values, the Financial regulation and/or the Staff regulations.
- You have a university diploma ideally in economics, business administration, finance or law.

ASSETS

- Professional certification in internal auditing is a strong asset.

What we offer

- A European institution on a human scale at the heart of the European quarter and easily accessible;
- Flexible working hours and teleworking opportunities subject to the needs of the service;
- An active talent management policy focusing on continuous development and training and a policy to encourage internal mobility;
- A friendly and dynamic working environment in which self-motivation, initiative and team spirit are valued;
- An institution that promotes equal opportunities, diversity and non-discrimination to help nurture a respectful and inclusive working environment and that is actively engaged in the consultation process prior to the adoption of EU legislation.
- An EMAS-certified institution that is continuously looking to improve its environmental performance.

Are you interested in this challenge?

If you have the skills we are looking for and think you fit the profile above, please apply using the online application form: <https://candpvc.cor.europa.eu/FormPVC.aspx?m=i&culture=en> before noon on 06/05/2024.

Please remember to read carefully the appendix to this vacancy notice.

The Secretary-General

(signed)

Petr Blížkovský

The [European Committee of the Regions](#) (CoR) is the political assembly which allows the views of regional and local authorities to be heard when European Union policies are being devised and legislation drafted. It is an advisory body which was created in 1994. Its consultative role allows its 329 members, and through them the regional and local authorities they represent, to take part in the EU decision-making process.
