



European Committee  
of the Regions

Human Resources and Finance

## VACANCY NOTICE N° COR/AST1-AST7/13/24

### Internal Audit Assistant

|                     |   |
|---------------------|---|
| Unit                | Internal Audit  |
| Vacancy             | AST1-AST7   |
| Type of post        | ASSISTANT   |
|                     | Publication under Article 29(1)(a),(b) and (c) of the Staff Regulations |
| Date of publication | 18/04/2024  |
| Deadline:           | <b>06/05/2024 at noon (Brussels time, CET)</b>                          |

### Your job and responsibilities

**Are you interested in helping the European Committee of the Regions (CoR) achieve effectively and efficiently its objectives? Are you interested in better understanding the functioning of the CoR as a whole? Would you like to help analyse data and draft recommendations for the top management?**

As an assistant in the Internal Audit Unit, you will be responsible for providing the necessary support, so as to allow the successful implementation of the audit work program.

More specifically, you will:

- Assist with data collection, analysis and validation;
- Draft working documents leading to internal audit reports;
- Handle audit files, according to the internal audit standards;
- Manage databases concerning the follow-up of audit recommendations;
- Prepare presentation documents (in Excel or PowerPoint);
- Provide administrative and secretarial support.

### 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 good knowledge of financial, budget and/or administrative rules.
- You have the ability to rapidly assimilate CoR decisions, internal rules and procedures.
- You have very good document filing skills.
- You have very good ability to analyse, assimilate information and synthesize, distinguishing the essential from the non-essential.

### ASSETS

- Previous experience in areas relating to the type of duties to be performed (auditing/finance/procurement/consulting/risk management) and/or sound experience in administrative management, including filing and archiving of documents would be considered an 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.

---