



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE N° COR/AD5-AD11/52/22

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	09/11/2022
Deadline:	23 28/11/2022 at noon (Brussels time GMT + 1)

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?

The Internal Audit Unit is directly reporting to the CoR Secretary-General and comprises three administrators and one assistant.

It carries out its mission according to the Financial Regulation, the International Standards for the Professional Practice of Internal Auditing and the Code of Ethics of the Institute of Internal Auditors. Its independence is guaranteed in its Mission Charter.

Its main objective is to provide the Secretary-General with assurance on whether:

- governance process is adequate to ensure that the structure and the assignment of functions support its objectives and values;
- risk management is effective to ensure that risks are appropriately and continuously identified, assessed and managed;
- control processes are effective to ensure that the set of objectives are achieved, the operations are carried out according to the rules and the principle of sound financial management, and that reporting is accurate and reliable.

Are you the talent we are looking for?

- You have an excellent ability to analyse complex situations and to draft related conclusions and recommendations;
- You have a university diploma ideally in economics, business administration, finance or law;
- You have very good judgement capacity combined with a critical and constructive mind;
- You are motivated, dynamic and well-organised person with a high standard of professional competence;
- You are able to remain objective in any circumstance;
- You have a very good knowledge of the EU ethics-values, the Financial regulation and/or the Staff regulations;
- You have sound experience in internal audit (preferably in an EU institution), risk management or internal control;
- You have strong inter-personal skills and possess diplomacy, discretion and tact;
- You have very good oral and written communication skills in English;
- You have a thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another of the EU official languages. For functional reasons, a thorough knowledge of English is required and a good level of French is desirable;
- You have a very good command of IT applications and tools (Outlook, Teams, Excel, Word, ABAC, BO);
- 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.

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 ~~23~~ 28/11/2022.

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

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.
