

## EUROPEAN DEFENCE AGENCY (EDA)

### Vacancy notice

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<b>Directorate</b>	Management Team
<b>Vacancy title</b>	Internal Auditor
<b>Contract type</b>	Temporary agent
<b>Group</b>	N.A.
<b>Grade</b>	AD8
<b>Indicative starting date</b>	
<b>Security Clearance</b>	SECRET UE/EU SECRET
<b>Management of staff</b>	N.A.
<b>Location</b>	Brussels
<b>Closing date for applications</b>	31/08/2021

The selection of candidates will follow the EDA Staff Recruitment Procedure. Candidates must apply for this post via the EDA website <http://www.eda.europa.eu - vacancies>. Please note that to make an EDA on - line application you will need to create your EDA profile using a valid e - mail address and a password.

### 1. BACKGROUND

The European Defence Agency was established on 12 July 2004, and is governed by Council Decision (CFSP) 2015/1835 defining the statute, seat and operational rules of the European Defence Agency. The Agency has its headquarters in Brussels.

The main task of EDA is to support the Council and the Member States in their effort to improve the Union's defence capabilities in the field of crisis management and to sustain the Common Security and Defence Policy (CSDP) as it currently stands and as it develops in the future.

The Agency is structured into four directorates. The Corporate Services Directorate (CSD) and three operational directorates: Industry, Synergies and Enablers (ISE); Capability, Armament & Planning (CAP); Research, Technology and Innovation (RTI).

### 2. THE AGENCY'S WAY OF WORKING

The Agency is an "outward-facing" organisation, constantly interacting with its shareholders, the participating Member States, as well as with a wide range of stakeholders. It works in an integrated way, with multi-disciplinary teams representing all of the Agency's functional areas, to realise its objectives. Its business processes are flexible and oriented towards achieving results. Staff at all levels need to demonstrate the corresponding qualities of commitment, flexibility, innovation, and team-working; to work effectively with shareholders and stakeholder groups, formal and informal; and to operate without the need for detailed direction.

### 3. THE MANAGEMENT TEAM

The Management Team consists of the Chief Executive (CE), the Deputy Chief Executive (DCE) and the four Directors and is supported by the Chief Executive's Policy Office and the Media and Communication Unit.

#### 4. DUTIES

Reporting directly to the Chief Executive (CE) and Deputy Chief Executive (DCE) of the EDA, the jobholder will provide independent, objective assurance and consulting services, designed to add value and improve operations at the Agency. The internal auditor will advise EDA on dealing with risks, by issuing independent opinions on the quality of management and control systems and by issuing recommendations for improving systems and processes and promoting sound financial management.

Specifically, the internal auditor will be responsible for:

- evaluating the adequacy and effectiveness of internal management systems and the performance of Directorates in implementing programmes, projects and activities by reference to the risks associated with them;
- evaluating the efficiency and effectiveness of the internal controls applicable to budget implementation operations.

This involves:

Risk identification and management:

- assist the CE in identifying and controlling significant risks related to the achievement of EDA's objectives;
- assess management and control systems, including the reliability and integrity of the internal information systems and the conformity of the processes and systems with the policies, procedures, regulations and contracts that are applicable to EDA activities.

Audit planning, implementation and reporting:

- establish a risk-based rolling work plan of complementary and coherent audits of the activities and the internal control systems of the EDA, in accordance with recognised audit standards and ensuring effective coordination of all audits conducted at the EDA;
- in the case of outsourced audit projects, maintain project records, approve detailed project layout, and review and approve project reports;
- prepare an annual report on the internal audits carried out, including an annual assessment of the adequacy and effectiveness of the Agency's internal control system;
- liaise with the College of Auditors and other relevant audit bodies as appropriate, assuring good quality of communication with the auditors.

Support to the continuous improvement of management and control systems:

- make recommendations to the CE in order to improve efficiency and effectiveness of the EDA operations;
- follow up and monitor the implementation of recommendations and corrective actions taken by management;
- advise the Agency Management Board (AMB) and staff on risk management and internal control activities, and on the training programme in relevant fields.

Duties may evolve according to development of the EDA's structure and activities, and the decisions of EDA management and the jobholder may be asked to take on additional tasks as required in the interest of the service.

#### 5. ELIGIBILITY CRITERIA

To be considered eligible to take part in this selection procedure, on the closing date for the submission of applications candidates must satisfy all the eligibility criteria as specified below:

- be a national of a Member State participating in the Agency;
- be entitled to his/her full rights as a citizen;

- have fulfilled any obligations imposed on him/her by the laws concerning military service;
- produce the appropriate character references as to his/her suitability for the performance of his/her duties (extract from the “judicial record” or certificate of good conduct will be requested prior to recruitment);
- be physically fit to perform his/her duties;
- have a thorough knowledge of one of the languages of the participating Member States and a satisfactory knowledge of another of these languages to the extent necessary to discharge his/her duties;
- have no personal interest (financial, family relationship, or other) which could be in conflict with disinterested discharge of his/her duties within the Agency;
- hold, or be in a position to obtain, a valid Personnel Security Clearance Certificate (national or EU PSC at SECRET UE/EU SECRET level). Personnel Security Clearance Certificate (PSCC) means a certificate issued by a competent authority establishing that an individual is security cleared and holds a valid national or EU PSC, and which shows the level of EUCI to which that individual may be granted access (SECRET UE/EU SECRET), the date of validity of the relevant PSC and the date of expiry of the certificate itself. Note that the necessary procedure for obtaining a PSCC can be initiated on request of the employer only, and not by the individual candidate;
- have a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more, or a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years or be a graduate of a national or international Defence College; or where justified in the interests of the service, professional training of an equivalent level;

Only diplomas that have been awarded in EU Member States or that are the subject of equivalence certificates issued by the authorities in the said Member States shall be taken into consideration. In the latter case, the authority authorised to conclude contracts of employment reserves the right to request proof of such equivalence.

## 6. SELECTION CRITERIA

### A. Essential

#### (1) Professional

The candidate will be required to demonstrate that he/she has:

- university degree in the fields of accounting, audit, business administration, finance, economics or a related discipline;
- proven professional experience of at least 6 years in positions with tasks closely related to the ones described above;
- knowledge of European Union public sector audit requirements/standards;
- knowledge and understanding of the professional ethics expected of audit practitioners;
- ability to communicate audit findings and consultancy advice effectively both orally and in written reports;
- excellent command of spoken and written English.

#### (2) Personal

All staff must be able to fit into the Agency's way of working. Other attributes important for this post include:

- ability to work in a team and independently in his/her area of responsibility;
- ability to work under pressure within tight deadlines;
- ability to work effectively in a multinational environment and to command trust among peers and auditees;
- proven successful experience in the preparation, execution and follow up of audits;
- results-orientation and strong motivation;
- strong analytic and problem-solving skills;

- flexibility and innovativeness;
- genuine commitment to the Agency's objectives;
- very good communication skills.

#### B. Desirable

The following would be considered an advantage:

- professional experience in internal and/or external audit in EU institutions/agencies or international public entities;
- experience with IT audit;
- knowledge of and experience on performance-based auditing;
- knowledge of the EU Institutions administrative procedures and terminology, in particular concerning internal control systems;
- a recognised internal, external audit/accountancy certification or professional qualification, such as Certified Internal Auditor or Chartered Accountant;
- experience in the field of grant management processes.

### 7. INDEPENDENCE AND DECLARATION OF INTEREST

The Internal Auditor will be required to make a declaration of commitment to act independently in the Agency's interest and to make a declaration in relation to interests that might be considered prejudicial to his/her independence.

### 8. APPOINTMENT AND CONDITIONS OF EMPLOYMENT

The Internal Auditor will be appointed by the Chief Executive.

Recruitment will be as a member of the temporary staff of the Agency for a four-year period. Renewal is possible within the limits set out in the EDA Staff Regulations. The successful candidate will be recruited as Temporary Agent, grade AD8.

The pay for this position consists of a basic salary of 7.072,70€ supplemented with various allowances, including as applicable expatriation or family allowances. The successful candidate will be graded on entry into service according to the length of his/her professional experience. Salaries are exempted from national tax, instead an Agency tax at source is paid. For further information on working conditions please refer to: <https://eda.europa.eu/jobs/what-we-offer>

Failure to obtain the requisite security clearance certificate before the expiration of the probationary period may be cause for termination of the contract.

Candidates are advised that part of the recruitment process includes medical analyses and physical check-up with the Agency's Medical Adviser.

Applications are invited with a view to establishing a reserve list for the post of Internal Auditor at the EDA. This list will be valid until 31/12/2022, and may be extended by decision of the Chief Executive. During the validity of the reserve list, successful candidates may be offered a post in the EDA according to their competences in relation to the specific requirements of the vacant post. Inclusion on the reserve list does not imply any entitlement of employment in the Agency.

### 9. EQUAL OPPORTUNITIES

The EDA is an equal opportunities employer and accepts applications without distinction on the grounds of age, race, political, philosophical or religious conviction, sex or sexual orientation and regardless of disabilities, marital status or family situation.

### 10. APPLICATION PROCEDURE

Candidates must submit their application electronically solely via the EDA website. Applications by any other means (hard

copy or ordinary e-mail) will not be accepted. Applications must be submitted no later than midnight. Candidates are reminded that the on-line application system will not accept applications after midnight (Brussels time, GMT+1) on the date of the deadline.

When applying, candidates from Ministries of Defence or other governmental entities are encouraged to inform their national administration.

A selection panel will be appointed. Please note that the selection panel's internal proceedings are strictly confidential and that any contact with its members is forbidden. Each application will be screened based on the requirements of the job profile stated in the vacancy notice. The most suitable applicants will be called for an interview and a written test. If recruited, you will be requested to supply documentary evidence in support of the statements that you make for this application. Do not send any supporting or supplementary information until you have been asked to do so by the Agency.

Please note that once you have created your EDA profile, any correspondence regarding your application must be sent or received via your EDA profile. For any prior enquiry, please refer to the FAQ (Frequently asked questions) section, or send an e-mail to [recruitment@eda.europa.eu](mailto:recruitment@eda.europa.eu).

## **11. DATA PROTECTION**

Please note that EDA will not return applications to candidates. The personal information EDA requests from candidates will be processed in line with Regulation (EU) N° 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) 45/2001 and Decision No. 1247/2002/EC.

The purpose of processing personal data which candidates submit is to manage applications in view of possible pre-selection and recruitment at EDA. More information on personal data protection in relation to selection and recruitment can be found on the EDA website: <http://www.eda.europa.eu/jobs/dataprotection>