



## VACANCY NOTICE FOR A POST OF SECONDED NATIONAL EXPERT

DG – Directorate – Unit	DG NEAR – Neighbourhood and Enlargement Negotiations - Unit NEAR.R.3: Audit and Internal Control
Post number in sysper:	448304
Contact person:	Aurora PALKO
Provisional starting date:	2nd quarter 2024 <sup>(1)</sup>
Initial duration:	2 years
Place of secondment:	<input checked="" type="checkbox"/> Brussels <input type="checkbox"/> Luxemburg <input type="checkbox"/> Other:
Type of secondment	<input checked="" type="radio"/> With allowances <input type="radio"/> Cost-free
This vacancy notice is open to:	
<input checked="" type="radio"/> EU Member States	
Deadline for applications	25-06-2024 - <b>The interviews will be organised between 26.06.2024 and 02.07.2024.</b>

### Entity Presentation (We are)

The mission of the Audit and Internal Control unit (R3) is to provide key elements for DG NEAR's assurance. This includes direct controls and the development and monitoring of the internal control framework in DG NEAR. Through the support it provides (on audit, accounting, anti-fraud, risk management and internal control), R3 contributes to the efficient management of DG NEAR resources and facilitates the assessment of DG NEAR expenditure by the control bodies. The unit is in charge of relations with the European Court of Auditors (ECA), the Internal Audit Service and OLAF, as well as managing the DG's discharge procedure. The unit has 22 staff members split into four teams.

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<sup>(1)</sup> These mentions are given on an indicative basis only (Art.4 of the SNE Decision).

## **Job Presentation (We propose)**

We propose an interesting position as Control Expert in a friendly unit, with challenging responsibilities and motivating working environment, including regular contacts with EU delegations and DG NEAR geographical units. The successful candidate will be part of the team responsible for the preparation and follow-up of audits carried out by the European Court of Auditors on DG NEAR's policies and expenditure, as well as ex post audits carried out by contractors for the estimation of DG NEAR's residual error rate (RER Study).

In this job, contacts with colleagues from across DG NEAR and its delegations, as well as with other Directorates-General, will be essential for the completion of the tasks assigned to the SNE:

- Contribution to the analysis of audit reports issued by the ECA and the RER contractor, to assess the options to challenge the findings and support the dialogue with the auditors.
- Contribution to the in-depth analysis of the errors reported by the auditors, thus contributing to the formulation of measures to be adopted by DG NEAR to improve the internal capacity to detect recurrent errors (including revision of guidance, instructions, presentations).
- Provision of support and guidance regarding compliance requirements and best practices in control and audit processes.

The post provides excellent opportunities for the development of wider knowledge on a variety of topics and will allow good understanding of how the Directorate-General functions. The DG values and promotes cross-sectoral work. The jobholder may therefore be called to contribute to various tasks and projects in line with the needs of the unit, the directorate or the DG, as guided by the DG's political priorities.

## **Jobholder Profile**

Candidates should have:

- Relevant experience in audit and control
- Good understanding of internal control
- A high level of enthusiasm and motivation, interest in continuous learning, ability to work in a team
- Ability to analyse complex information and situations and present results
- Strong analytical skills and the ability to communicate effectively the results
- Flexibility and ability to work under pressure of strict deadlines
- Excellent communication and drafting skills in English
- Advanced skills in Excel

The following would be considered as assets:

- Knowledge of the European Commission's financial management environment

- A good knowledge of the Neighbourhood and Pre-accession instruments
- Experience with Simplified Cost Options (SCOs) and results-based financing
- Knowledge of European Court of Auditors procedures

### **Eligibility criteria**

The secondment will be governed by the **Commission Decision C(2008) 6866** of 12/11/2008 laying down rules on the secondment to the Commission of national experts and national experts in professional training (SNE Decision).

Under the terms of the SNE Decision, you need to comply with the following eligibility criteria at **the starting date** of the secondment:

- **Professional experience:** at least three years of professional experience in administrative, legal, scientific, technical, advisory or supervisory functions which are equivalent to those of function group AD.
- **Seniority:** having worked for at least one full year (12 months) with your current employer on a permanent or contract basis.
- **Employer:** must be a national, regional or local administration or an intergovernmental public organisation (IGO); exceptionally and following a specific derogation, the Commission may accept applications where your employer is a public sector body (e.g., an agency or regulatory institute), university or independent research institute.
- **Linguistic skills:** thorough knowledge of one of the EU languages and a satisfactory knowledge of another EU language to the extent necessary for the performance of the duties. If you come from a third country, you must produce evidence of a thorough knowledge of the EU language necessary for the performance of his duties.

### **Conditions of secondment**

During the full duration of your secondment, you must remain employed and remunerated by your employer and covered by your (national) social security system.

You shall exercise your duties within the Commission under the conditions as set out by aforementioned SNE Decision and be subject to the rules on confidentiality, loyalty and absence of conflict of interest as defined therein.

In case the position is published with allowances, these can only be granted when you fulfil the conditions provided for in Article 17 of the SNE decision.

Staff posted in a European Union Delegation are required to have a security clearance (up to SECRET UE/EU SECRET level according to [Commission Decision \(EU, Euratom\) 2015/444 of 13 March 2015](#)). It is up to you to launch the vetting procedure before getting the secondment confirmation.

## **Submission of applications and selection procedure**

If you are interested, please follow the instructions given by your employer on how to apply.

The European Commission **only accepts applications which have been submitted through the Permanent Representation / Diplomatic Mission to the EU of your country, the EFTA Secretariat or through the channel(s) it has specifically agreed to.** Applications received directly from you or your employer will not be taken into consideration.

You should draft your CV in English, French or German using the **Europass CV format** ([Create your Europass CV | Europass](#)). It must mention your nationality.

Please do not add any other documents (such as copy of passport, copy of degrees or certificate of professional experience, etc.). If necessary, these will be requested at a later stage.

## **Processing of personal data**

The Commission will ensure that candidates' personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament and of the Council <sup>(2)</sup>. This applies in particular to the confidentiality and security of such data. Before applying, please read the attached privacy statement.

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<sup>(2)</sup> Regulation (EU) 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) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39)