# Annex I

**Ref.:** **EACEA/****EPSO/2024/03/CA FGIV Audit Adviser**

Family Name and first name:

Nationality:

Language 1 (minimum C1 level):

Language 2 (minimum B2 level):

 **ELIGIBILITY CRITERIA**

[ ]  I possess a level of education which corresponds to completed university studies of at least 3 years attested by a diploma (diploma awarded in EU Member States, or with an equivalence certificate issued by the qualified authorities of Member States).

[ ]  I am a national of one of the Member States of the Union.

[ ]  I enjoy full rights as a citizen.

[ ]  I have fulfilled any obligations imposed by the laws concerning military service.

[ ]  I meet the character requirements for the duties involved.

[ ]  I am physically fit to perform the duties involved.

[ ]  I produce evidence of a thorough knowledge of one of the languages of the Union and of a satisfactory knowledge of another language of the Union to the extent necessary for the performance of the duties.

**EPSO CAST**

I have already successfully passed EPSO tests for contract agents valid for Executive Agencies in Function group IV:

[ ]  YES [ ]  NO

If the answer is YES the reference number of my application is: ………………..

I have registered for an EPSO CAST in FG IV by the closing date for applications of this present call for expression of interest:

[ ]  YES [ ]  NO

If the answer is YES the reference number of my application is: ………. ……

**If the answer is NO I understand that my application will not be considered for further steps of the selection procedure.**

**Essential and advantageous criteria**

**Please answer each of the question below using a maximum of 250 words per question**.

**NB. The score of the candidates exceeding this maximum will be lowered.**

|  |
| --- |
| Please demonstrate (by providing concrete examples) your proven professional experience of minimum 3 years in at the least one of the following fields: budget, finance, accounting, contract/grant management, audit). |
| Please demonstrate (by providing concrete examples) yourexcellent written and oral communication in English (C1).  |
| Please demonstrate (by providing concrete examples) your proficiency with IT tools (e.g. Word, Excel, Outlook, PowerPoint, MS Teams,….). |
| Please demonstrate (by providing concrete examples) your experience in ex-post audit process, calculation of error rate, audit methodology.  |
| Please demonstrate (by providing concrete examples) your experience in drafting request for services and specific contracts. |
| Please demonstrate (by providing concrete examples) your experience in User knowledge of eGrants and in particular AUPO workflow. |
| Please demonstrate (by providing concrete examples) your experience in Rules and procedures for call for proposals, call for tenders, procurements. |
| Please demonstrate (by providing concrete examples) your experience in Management of framework contracts. |
| Please demonstrate (by providing concrete examples) your experience in Advanced knowledge of Excel (generate report, pivot table, graphics). |
| Please demonstrate (by providing concrete examples) your knowledge of ABAC.  |

**I understand that the Selection Board will base their assessment of my application on the answers provided in this Annex I that I am required to complete as part of my application, as well as on my CV and motivation letter.**

**I declare on my word of honour, that the information provided above is true and complete.**

Date:……………………….. Name/Surname:…………………………………………