



CALL FOR EXPRESSION OF INTEREST

Ref.: EACEA/EPSO/2023/07/CA FGIV Audit Adviser

External selection procedure to constitute a reserve list of 5 Audit Advisers

Contract Agent 3(a) - FG IV

Place of employment: Brussels
Starting date: as soon as possible

Deadline for application: 15/12/2023 at 12.00 (midday), CET

The European Education and Culture Executive Agency (EACEA) is a multi-programme Executive Agency based in Brussels.

In cooperation with six Directorates-General of the European Commission, EACEA is privileged to manage the implementation of four of the European Union's flagship funding programmes: Erasmus+, Creative Europe, the Citizens, Equality, Rights and Values programme and the European Solidarity Corps.

Since 2006, EACEA has been a catalyst for projects in education, training, youth, sport, media, culture, solidarity, citizenship and values. On behalf of the European Commission, EACEA works to foster innovation in these areas, always in a spirit of cross-border cooperation and mutual respect.

As a modern, professional organisation EACEA strives to operate in a spirit of fairness and transparency, to uphold standards of equal access and treatment, and to support the projects that show Europe at its best.

Working at EACEA means taking a role at the heart of European project management. With over 500 staff and over 26 EU nationalities, EACEA is a dynamic, open and international workplace, best-placed to serve the citizens of Europe and empower the citizens of tomorrow. Strong values are at the heart of ONE EACEA: commitment, integrity, objectivity, respect for others, and transparency.

For further information about the Agency, please see the EACEA website: <http://eacea.ec.europa.eu>

The objective of this external selection procedure is to constitute a reserve list of 5 successful candidates. The list will be valid until 31/12/2026.

Following an agreement between the Directors of the Executive Agencies the reserve list might be shared with the other Executive Agencies¹. Please note that you have the right to object to sharing your personal data to another Executive Agency, by sending an e-mail to EACEA-HR-SELECTION@ec.europa.eu.

¹ The European Climate, Infrastructure and Environment Executive Agency, the European Health and Digital Executive Agency, the European Research Council Executive Agency, the European Research Executive Agency, and the European Innovation Council and SMEs Executive Agency.

Mission of Unit R2 “Budget and control”

The mission of the Unit is to support the Director and the Agency's units ensuring timely and correct planning, supervision, and reporting on the management of the operational and administrative credits allocated for the actions entrusted to the Agency.

Sector R2.002 “Performance, Audit and Internal Control” deals with an effective and efficient planning, monitoring and reporting of the activities. This encompasses:

- develop and implement the Internal Control strategy, in line with Commission framework for internal control and risk assessments systems.
- coordinate the drafting of the AWP and the AAR.
- ensure an effective planning and efficient management of the ex-post audits.
- develop and implement the anti-fraud strategy.

The Sector coordinates the relations with the OLAF and the European Court of Auditors.

Description of the job

Overall purpose

Develop and implement the audit approach, review and evolve the methodology. Contribute to the management reporting in the area of ex-post audit. Ensure liaison between external auditors and internal actors (legal and financial units) with a view to facilitate timely adoption and effective implementation of audit results. Quality review of audit reports.

Functions and duties

Audit and Control

- Analyse the audit results including the calculation of the error rates. Elaborate implications for internal control and provide input for improving processes.
- Elaborate the methodological logic for ex post audit for the remaining of the MFF 2021-2027; include considerations concerning the new funding models.
- Develop, modify the ex-post audit procedures/or processes in view of the new environment (remote auditing), paradigm (swift to larger use of SCO, focus on quality review); tools (eGrants in general and audit module in eGrants).
- Master and evolve the error rate methodology.
- Contribute to the development and execution of homogeneous and compatible procedures and methods as necessary to the preparation of the AAR. Contribute to the drafting of the AAR, contribute to the improvement of the data quality in the frame of the AAR.
- Advise management on horizontal matters and contribute to the update and compliance of the internal procedures; define and simplify administrative procedures and guidelines, coordinate and monitor the coherence and quality of their implementation.
- Provide advice, support and training. Contribute to the definition and the deployment of internal campaigns to increase awareness on audit and internal control, participate in training, presentation and support to all the units in the Agency concerning audit and internal control.
- Contribute in all steps of the audit process: selection, preparation, field work, reporting, carrying out contradictory procedures with beneficiaries, follow-up of audit findings, etc.;
- Analyse preliminary, draft and final audit reports in respect of deadlines in the audit process.
- Prepare and participate to audits and on-spot checks (also with operational units, OLAF, other DGs and the European Court of Auditors);
- Coordinate horizontal tasks linked to the administration of the external audit activity;
- Draft management reports.

Budget, Contracts and Accounting

- Follow-up contractual aspects of ex-post audit activities (FWC, specific contracts, amendments, detection and mitigation of CoI).
- Ensure the execution of budgetary transactions and reconcile outstanding transaction related to

- ex-post audits contracts.
- Contribute to the definition of control measures including preparation and updating of manuals of internal procedures and control procedures.

Communication

- Ensuring horizontal coordination between services. Contribute to build a network of collaborative team to facilitate the implementation of ex-post audit results, and the drafting of the AAR.
- Maintain contacts with key persons in the concerned areas of the Agency (operational units, financial units, legal and business intelligence sectors).
- Contribute to the preparation of the audit files with the operational units for the in-house, externalised, the European Court of Auditors' and other DGs' audits.
- Prepare reports and present findings and recommendations.
- Represent the audit Sector/EACEA in meetings. Participate in maintaining regular contacts with parent DG.
- Contribute to the communication and information policy; participate in relevant working groups, committees etc.
- Liaise with and support the operational units, OLAF and other parent DGs' concerning the audit activities.

Assessment and quality control, data auditing

- Development and maintenance of the ex-post audit data base, facilitate on-boarding on Corporate IT Tools (e.g. e-Grants, Audex, etc.).
- Produce custom reports as well as adapt standard reports, in order to facilitate the work of the team concerning the ex-post audit sector and the Cut-off exercise.
- Keep up-to-date with developments in IT tools supporting the sector business.
- Prepare periodical reporting on the Unit's activity, including the planning, coordination and drafting of internal reports.

Qualifications and Experience Required

A. Eligibility criteria

On the closing date for applications, candidates must meet the general conditions for recruitment set out in Article 82 (2) and (3) of the Conditions of Employment of Other Servants of the European Union (CEOS) applicable to members of the contract staff:

- be a national of one of the Member States of the Union and enjoy full rights as a citizen.
- have fulfilled any obligations imposed by the laws concerning military service.
- produce the appropriate character references to suitability for the performance of the duties.
- be physically fit to perform duties.
- 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 duties.

Education²:

- a level of education which corresponds to completed university studies of at least 3 years attested by a diploma.

² Only diploma awarded in an EU Member States (or with the equivalence certificate issued by the qualified authorities of Member States) will be taken into consideration. The equivalence certificate must be presented to the Agency by the date of the setting up of the reserve list.

B. EPSO³ - Contract Agents Selection Tests - CAST

On the closing date for applications, candidates should:

- have already successfully passed an EPSO test for contract agents valid⁴ for Executive Agencies in function group IV.

C. Selection criteria

All eligible candidates will be assessed along the following evaluation specific conditions:

Essential

- Proven professional experience of minimum 3 years in at the least one of the following fields: budget, finance, accounting, contract / grant management, audit.
- Proficiency with IT tools (e.g. Word, Excel, Outlook, PowerPoint,...).
- Excellent written and oral communication in English (C1).

Advantageous

Experience in one or more of the following fields:

- Ex-post audit process, calculation of error rate, audit methodology.
- Drafting request for services and specific contracts.
- User knowledge of eGrants and in particular AUPO workflow (Audit Process Outsourced).
- Rules and procedures for call for proposals, call for tenders, procurements.
- Management of framework contracts.
- Advanced knowledge of Excel (generate report, pivot table, graphics).

Application procedure

Candidates are kindly invited to apply in English to facilitate the selection process, by submitting:

- An up- to-date detailed curriculum vitae, preferably in **Europass CV** format⁵.
- A **letter of motivation**, including their views on the proposed position (1 page maximum).
- The Annex I duly completed and signed.

Closing date: Applications must be sent at the latest by 15/12/2023 at 12:00 (midday), CET (please check the time zones) to the functional mailbox EACEA-HR-SELECTION@ec.europa.eu

Candidates must specify their full name and the reference **EACEA/EPPO/2023/07/CA FGIV Audit Adviser** in the subject of the email.

³ EPSO stands for: **European Personnel Selection Office**

⁴ « Valid » means not closed, not expired, nor outdated.

⁵ EU CV format available on: <http://europass.cedefop.europa.eu/documents/curriculum-vitae>

Applicants are strongly advised not to wait until the last minute to submit their application since heavy Internet traffic or other dysfunction could lead to difficulties in submission. The Agency shall not be held responsible for said difficulties and it will disregard applications submitted after the deadline or which are not complete.

Supporting documents showing evidence of the information given in the application will be requested at a later stage. No documents will be sent back to candidates. If, at any stage in the procedure, it is established that the information in an application has been knowingly falsified, the candidate will be disqualified from the selection process.

Selection Board

A Selection Board, responsible for assessing the applications, interviewing, and drawing up the reserve list of candidates, will be appointed by the Director and will be composed of at least three members, including a member designated by the Staff Committee of the Agency.

Under no circumstances should candidates approach the Selection Board themselves, either directly or indirectly concerning this selection procedure. The authority authorised to conclude contracts reserves the right to disqualify any candidate who disregards these instructions.

Selection procedure

Candidates' eligibility will be checked based on the information provided in the Annex I.

The Selection Board will perform a comparative assessment of all eligible candidates based on the CV and the motivation letter. The assessment will be based on the selection criteria (essential and advantageous) listed above (point C. Selection criteria).

As a result, the Selection Board will pre-select a list of candidates who best suit the Agency's needs and invite them to an interview.

The Interview

A maximum of 12 candidates will be invited to the interviews.

The interview with the Selection Board shall assess:

- Suitability of the candidate to perform the tasks of an Audit Adviser.
- Communication and inter-personal skills.
- Motivation of the candidate.

The interview with the Selection Board will be held mainly in English.

The interview will be marked out of 100 (pass mark: 70).

Reserve list

After checking the candidates' supporting documents, the Selection Board will draw up a reserve list composed of the eligible candidates who have obtained the highest overall marks following the

interview, until the number of successful candidates sought is reached⁶. Candidates will be placed on the reserve list in alphabetical order.

The list will be valid until 31/12/2026. The validity of the reserve list may be extended by decision of the Authority Empowered to Conclude Contracts of EACEA.

Inclusion of candidates on the reserve list does not guarantee recruitment. Recruitment will be based on the availability of posts and budget.

Appointment and conditions of employment

The Agency applies the Commission Decision C(2017)6760 final of 16/10/2017 on the General Provisions Implementing Article 79(2) of the Conditions of Employment of Other Servants of the European Union, governing the conditions of employment of contract staff employed by the Commission under the terms of Articles 3(a) and 3(b).

The monthly salary for a Contract Agent 3(a), function group IV grade 13 step 1, consists of a basic salary of € 3.943,39, supplemented with various allowances, if applicable (e.g. expatriation allowance, household allowance, dependent child allowance and education allowance). The provisions guiding the calculation of these allowances can be consulted in the [Conditions of Employment of Other Servants of the European Communities \(CEOS\)](#). The salaries of contract staff 3(a) are subject to a European Union tax deducted at source. Contract staff 3(a) are exempted from national tax on salary and are members of the European Union social security and pension schemes.

The place of employment will be Brussels where the Agency is based.

Equal opportunities

The European Union institutions apply a policy of equal opportunities and accept applications without discrimination on the grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

Information to candidates

An acknowledgement of receipt will be sent to all candidates by email to confirm the reception of their application.

All candidates will be informed in due time about the processing of their application, either they are invited for the selection procedure as described above or not. These notifications will be sent either by email or in Ares.

Candidate may request clarifications about the processing of their application by sending an email quoting the reference of the vacancy notice concerned, at the following address EACEA-HR-SELECTION@ec.europa.eu

Appeal procedures

⁶ Where a number of candidates tie (*ex aequo*) for the last available place, they will all be included in the reserve list.

- **Request of review.**

Candidate who feel that a mistake has been made in their assessment may ask for a review, by sending a request within 10 working days of the date on the email/note that notified them of the rejection, quoting the reference of the selection procedure concerned to the Selection Board at the following address: EACEA-HR-SELECTION@ec.europa.eu

The selection board will conduct a review and notify the candidate of its decision within 15 working days of receipt of the request.

- **Complaint on the basis of Article 90(2) of the Staff Regulations of Official of the European Union (SR)**

Candidates may submit a complaint based on Article 90(2) of the SR, which is to be sent to the attention of the Director of EACEA, by e-mail to EACEA-HR-SELECTION@ec.europa.eu

The time limit set out for this type of procedure is 3 months starting from the date of notification of the act adversely affecting the complainant.

- **Judicial Appeal**

Candidates may submit a judicial appeal based on Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations. For details on how to submit a judicial appeal and how to determine the deadlines, please consult the website of the General Court (<https://curia.europa.eu>).

- **Complaint to the European Ombudsman**

Candidates, like all citizens of the Union, may lodge a complaint to the European Ombudsman. Before you submit a complaint to the Ombudsman, you must first make the appropriate administrative approaches to the institutions and bodies concerned (see above).

Making a complaint to the Ombudsman does not extend the deadlines for lodging administrative complaints or judicial appeal. Please consult the website of the European Ombudsman (<https://www.ombudsman.europa.eu/en/home>).

Data protection

The Agency will ensure that candidates' personal data are processed as required by 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 data⁷, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC Text with EEA relevance. The Privacy Statement can be found on the Agency's website including details on the right of access and rectification of personal data.

⁷ OJ L 295 of 21.11.2018, p. 39.