



## EUROPEAN COMMISSION

### Job Description Form

Job description version4 (*Approved*)  
Job description version318551 in *INTPA.R.3*  
Valid from16/08/2024until

#### Job Holder

**Name**

#### Job Profile

**Position**

CONTRACT AGENT FGIV

**Job title**

Internal Control Officer - Audit Task Manager

**Domains**

**Generic domain**

INTERNATIONAL COOPERATION and DEVELOPMENT

**Intermediate domain**

**Specific domain**

AUDIT, CONTROL and INSPECTION

**Sensitive job**

No

**Overall purpose**

Under the supervision of the Team Leader, contribute to the implementation of INTPA's pillar assessments, reporting requirements, and other audit and control-related issues when working under indirect management (incl. Simplified Cost Options and Cross-reliance).

**Legal disclaimer**

Please note that as per article 80 of the Conditions of Employment of other Servants of the European Union the work of all Function Groups of Contract Agents should take place under the supervision of an official or a temporary agent.

## Functions and duties

### + AUDIT, CONTROL and INSPECTION

- *Contribute to the operationalisation and implementation of the provisions of the Financial Regulation with respect to indirect management, notably through ex-ante pillar assessments of entities to be entrusted with budget implementation.*
- *Contribute to the operationalisation of the provisions of the Financial Regulation with respect to Simplified Cost Options and Cross-reliance.*
- *Monitor and analyse audits and assessments delivered by external service providers on the basis of terms of reference developed by the unit or other Commission services.*
- *Under the supervision of an Official or Temporary Agent liaise with partner organizations (incl. MS bodies, International Organizations), audit companies and other Commission/ INTPA services on all matters related to Pillar Assessments, Simplified Cost Options and Cross-reliance.*
- *Contribute to improving systems and processes related to the management of pillar assessments, simplified cost options, cross-reliance and other.*
- *Provide support and assistance to other INTPA services and units, delegations and other Commission services regarding pillar assessments, simplified cost options and cross-reliance.*

### + AUDIT, CONTROL and INSPECTION

- *Contribute to the follow-up on the implementation of agreed actions resulting from pillar assessments and simplified cost options audits.*
- *Contribute to the overall work of the unit, as regards monitoring, reporting and reinforcing of internal control aspects.*
- *Occasionally provide trainings and presentations, e.g. in HQ and in seminars/missions under the supervision of an Official or Temporary Agent*
- *Provide updates on overviews on pillar-assessed entities, contribute to briefings and presentations.*

### + INFORMATION and DOCUMENT MANAGEMENT

- *Ensure proper filing of dossiers and updating of corporate and other systems related to the area of work.*
- *Ensure the correct use of ARES.*

## Job requirements

### Experience"

#### + AUDIT, CONTROL and INSPECTION, BUDGET and FINANCE, LAW

Job-Related experience: at least 1 year

Qualifier: essential

Considéré comme essentiel: · des études universitaires complètes de trois années au moins sanctionnées par un diplôme; ou, · lorsque dans un État membre de l'Union européenne, l'accès à une profession de niveau de groupe de fonctions IV se fait par un examen d'État, une formation professionnelle ou toute autre procédure équivalente (notamment, les professions d'expert-comptable et d'auditeur, ou les professions militaires ou policières), l'autorité habilitée à conclure les contrats d'engagement (AHCC) peut accepter de reconnaître ce titre comme étant assimilé à un diplôme universitaire. La formation universitaire doit être, de préférence, en lien avec les domaines suivants: économie, finance, business administration et droit.

### Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	C1	C1	C1	C1	C1

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C2	C2	C2	C2	C2

### **Knowledge**

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*  
*FINANCE, FINANCIAL ENGINEERING and SERVICES*  
*Financial analysis methods and tools*  
*BUDGET and FINANCE*  
*Finance*  
*FINANCIAL and BUDGETARY MANAGEMENT*  
*Budgetary rules and procedures*  
*Budgetary requirements, allocations, monitoring and reporting*  
*Financial circuits*  
*Preparation of financial dossiers*  
*Implementing rules*  
*PROCUREMENT and CONTRACT MANAGEMENT*  
*Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters*  
*Rules and procedures relating to the preparation of contracts*
- *AUDIT, CONTROL and INSPECTION*  
*GENERAL AUDIT (STANDARDS, METHODS and PROCEDURES)*  
*Audit standards, techniques and review methods*  
*INTERNAL AUDIT*  
*EXTERNAL AUDIT*  
*External audit process*
- *OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES*  
*ORGANISATION and ADMINISTRATION of SUPPORT OFFICES*
- *HUMAN RESOURCES MANAGEMENT*  
*REMUNERATION, RIGHTS and OBLIGATIONS*  
*Code of good conduct*
- *IT TOOLS for SPECIFIC APPLICATION AREAS*  
*IT tools for FINANCE, BUDGET and CONTRACTS and ACCOUNTING*  
*ABAC Workflow*  
*CRIS (Common Relex Information System) Saisie Budget*  
*CRIS (Common Relex Information System) Saisie FED*  
*IT tools for OFFICE AUTOMATION*  
*Excel*  
*Outlook*  
*Word*  
*IT tools and systems for ARCHIVES, MAIL and DOCUMENT MANAGEMENT*  
*Ares*
- *INSTITUTION-LEVEL COORDINATION and CONSULTATION*  
*INTER-SERVICE COORDINATION and CONSULTATION*  
*Inter-service consultations and their procedures*
- *INTER-INSTITUTIONAL RELATIONS*  
*Administrative rules and procedures of the institutions of the European Communities*  
*Committee meetings in EU Institutions*  
*Inter-institutional procedures*
- *INTERNATIONAL RELATIONS (generic)*  
*INTERNATIONAL COOPERATION and DEVELOPMENT*  
*EUROPEAN DEVELOPMENT FUND (EDF)*

## Competences

- *Analysing and Problem Solving*  
*Ability to conceptualise problems, identify and implement solutions*  
*Capacity to analyse and structure information*  
*Numeracy*
- *Communicating*  
*Ability to communicate in meetings*  
*Drafting skills*
- *Delivering Quality and Results*  
*Ability to work in a proactive and autonomous way*  
*Capacity to act upon problems*  
*Eye for detail / Accuracy*
- *Prioritising and Organising*  
*Planning capacity*
- *Resilience*  
*Perseverance*
- *Working with Others*  
*Ability to work in a team*  
*Knowledge sharing*

## Job Environment

### Organisational entity

*Presentation of the entity:*

### Job related issues

- Atypical working hours
- Specialised Job

#### Missions

- Frequent, i.e. 2 or more missions / month
- Long duration, i.e. missions lasting more than a week

*Comments:*

### Workplace, health & safety related issues

- Noisy environment
- Physical effort / materials handling
- Work with chemicals / biological materials
- Radioprotection area
- Use of personal protective equipment
- Other

*Comments:*

### Other

*Comments:*