



EUROPEAN COMMISSION

Job Description Form

Job description version1 (*Approved*)
Job description version454309 in *ECHO.E.2.001*
Valid from01/10/2024until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

External Auditor

Domains

Generic domain

CIVIL PROTECTION, EMERGENCY RESPONSE and HUMANITARIAN AID

Intermediate domain

AUDIT, CONTROL and INSPECTION

Specific domain

EXTERNAL AUDIT

Sensitive job

No

Overall purpose

Under the supervision of an Official or Temporary Agent, carry out audits of ECHO partners, grants and ECHO field offices to control the correctness of the funds spent under the Humanitarian Aid and Civil Protection budget. Contribute to the management and supervision of audits performed by external audit firms. Contribute to the supervision of the internal control system within the DG.

Legal disclaimer

[Users are advised to check the available list of Legal Disclaimers related to their contract type.](#)

Functions and duties

+ EXTERNAL AUDIT

- Contributing to continuously improving the audit strategy, plans, methodology, manual, guidelines as well as the overall efficiency of the process;
- Contributing to horizontal tasks and working groups, as well as other tasks of the sector as requested; liaise with internal and external stakeholders;
- Implementing the Audit strategy and the Audit plan, in accordance with recognised audit standards;
- Making circa 4 - 5 visits (audit missions)/year in connection with ECHO partners, ECHO fields offices and grants;
- Contributing to the management and supervision of outsourced audits and maintain audit project records;
- Reporting on the audit results.

+ AUDIT, CONTROL and INSPECTION

- Reviewing the audit reports (eligibility rules, audit standards, etc)
- Following up the implementation of the audit recommendations and supporting the geographical desks in charge of the relevant countries with the relevant audit expertise;
- Designing and carrying out audits, in line with audit standards (planning, execution and reporting)
- Ascertaining the nature of the auditee's process, identifying risks and key controls, evaluating adequacy of internal control;
- Determining most appropriate procedures, methods and resource;
- Executing and report on the audit in accordance with audit standards in order to provide objective opinion on system/performance.

+ INTERNAL CONTROL

- Contributing to the supervision and improvement of the internal control system within DG ECHO.
- Implementing DG ECHO action plans for audit related activities.

Job requirements

Experience"

+ AUDIT, CONTROL and INSPECTION, EXTERNAL AUDIT, GENERAL AUDIT (STANDARDS, METHODS and PROCEDURES)

Job-Related experience: at least 3 years

Qualifier: essential

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	B2	B2	B2	B2	B2
English	C1	C1	C1	C1	C1

Knowledge

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING
PROCUREMENT and CONTRACT MANAGEMENT
Contract monitoring*
- *AUDIT, CONTROL and INSPECTION
INTERNAL CONTROL
Control systems
RISK ANALYSIS
Risk Analysis, assessment and management
GENERAL AUDIT (STANDARDS, METHODS and PROCEDURES)
Audit standards, techniques and review methods
Risk based auditing
Systems auditing
Performance reporting methods and techniques
EXTERNAL AUDIT
External audit process*

Competences

- *Analysing and Problem Solving
Ability to conceptualise problems, identify and implement solutions
Capacity to analyse and structure information*
- *Communicating
Ability to understand and be understood*
- *Delivering Quality and Results
Quality & process management abilities*
- *Prioritising and Organising
Planning capacity*
- *Working with Others
Ability to work in a team
Sociability skills*
- *Leadership
Ability to lead a team*

Job Environment

Organisational entity

Presentation of the entity:

The sector is overall responsible for external audits on ECHO funding with a view to provide adequate input to ECHO Annual Activity Report. It coordinates the work on the establishment of audit methodologies and strategies, and yearly audit plans. It is also responsible for DG ECHO audit framework contract and its implementation. The sector is also leading the work on audit components of pillar assessments and certification process for DG ECHO partners.

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:

Due to the nature of DG ECHO's mandate the DG must be able to respond rapidly in times of crisis. A flexible approach is therefore necessary with respect to responsibilities, sometimes involving temporary reassignment to a different unit.