

Vacancy Notice
Ref No: EPPO/AD/2021/007

**Call for candidatures¹ for
Internal Audit Officer**

Position (business title):	Internal Audit Officer (a reserve list to be created for 1 position to be filled)
Sector/Unit:	Reporting to the Head of the EPPO College and providing operational support to the Administrative Director
Function Group/Grade/Post Title:	Temporary staff, AD7, Administrator
Location:	Luxembourg, LUXEMBOURG
Closing date for applications:	<u>22 October 2021; 23:59 (CET)</u>²

The European Public Prosecutor's Office (EPPO) is seeking talented individuals to establish a reserve list for Internal Audit Officer positions.

As detailed in the vacancy notice, we are looking for an audit professional who has excellent interpersonal and communication skills, is service-orientated and has an ability to engage and support a recently established EU organisation through its establishment and initial growth phases.

In essence, we are looking for a candidate who is seeking the opportunity to be part of the development of this new EU public administration component and to directly contribute to its success by building-up its Internal Audit Capability. He/she will establish and improve internal audit operating procedures and present fully independently findings and recommendation to management for consideration. The audit professionals considering this position should boast excellent active listening and negotiation skills, in particular to explain and support his/her proposals to senior management.

1. The European Public Prosecutor's Office as a prospective employer

Under the leadership of the European Chief Prosecutor (ECP), the European Public Prosecutor's Office ('the EPPO') is the first European Union independent Prosecution service.

The EPPO is responsible for carrying out criminal investigations and prosecutions into crimes affecting the Union budget as one of the European Union Institutions and Bodies

¹ **Nota Bene:** Temporary Staff employed in other EU Institutions, Bodies and Agencies might keep, under some existing contract conditions. More details in section 7 'Appointment and conditions of employment' below.

² Published on **24 September 2021**

delivering the European Union's Justice System. It became operational on 1 June 2021.

Through the ongoing build-up and upcoming development phases, the EPPO offers an innovative, challenging and rewarding working environment to professionals looking to consolidate and develop a career in the design and delivery of a robust control environment to a novel constituent of the European Union (EU) institutional setup.

2. Duties and responsibilities

The Internal Audit Officer will deliver, in conjunction with the Internal Audit Service³ (IAS) work plan in-line with the recognised International Audit Standards (IPPF)⁴ and standards, EPPO's internal audit capability; she/he will implement fully independently assurance and consulting services to the EPPO's management, as well as professional and high-quality audit services, designed to add value and improve EPPO's operations and administration. He/she will advise the EPPO's management on dealing with risks, by issuing independent opinions on the quality of management and control systems and by issuing recommendations for improving systems and processes and promoting sound financial management.

Reporting directly to the Head of the EPPO College and providing operational support to the Administrative Director in the deployment of EPPO's control environment, the tasks for the Internal Audit Officer will include, but not be limited to the following:

- Identifying elements of the EPPO risk-based Internal Audit Strategy. Proposing rolling three-year and yearly audit plans for review and adoption;
- Executing internal audit engagements required by the yearly audit plan in accordance with recognised internal audit standards;
- Ensuring that advisory and audit tasks are performed in line with the International Internal Audit Standards;
- Assisting the EPPO management in identifying and controlling risks affecting the achievement of the EPPO's objectives;
- Advising the EPPO management and staff on risk management and internal control activities, and on training program in related fields. Delivering where relevant elements of that training program. Making recommendations to the EPPO Management in order to improve efficiency and effectiveness of the EPPO operations and control environment;
- Monitoring the implementation of audit recommendations and report on these to the Administrative Director and the College;

³ https://ec.europa.eu/info/departments/internal-audit-service_en

⁴ The IPPF or the **International Professional Practices Framework** (IPPF) is the conceptual framework that organises authoritative guidance promulgated by The IIA. The IIA provides internal audit professionals worldwide with authoritative guidance organised in the IPPF as mandatory guidance and recommended guidance.



- Preparing an annual report on the internal audits carried out, including an annual assessment of the adequacy and effectiveness of the EPPO's internal control system and an overall audit opinion;
- Liaising with other audit bodies such as the IAS and the European Court of Auditors.

3. Qualifications and experience required

3.1. Eligibility criteria

To be considered eligible, candidates must satisfy all the following eligibility criteria by the closing date for submitting applications:

- He/she has a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is **four (4) years** or more, and, after having obtained the diploma, at least **six (6) years** of appropriate professional experience; **or**

a level of education which corresponds to completed university studies attested by a diploma, when the normal period of university education is **three (3) years** or more, and, after having obtained the diploma, at least **seven (7) years** of appropriate professional experience;

Only duly documented professional activity is taken into account.

ANY GIVEN PERIOD MAY BE COUNTED ONLY ONCE (in order to be calculated as eligible, years of studies or professional experience to be taken into account shall not overlap with other periods of studies or professional experience, e.g. if the applicant had a full-time job and did freelance consultancy work in the evenings and weekends, the days spent on the latter will not be added to the period).

Part-time work will be taken into account in proportion to the percentage of full-time hours worked; therefore, candidates are requested to indicate the percentage of part-time employment.

Compulsory military service or equivalent civilian service accomplished after achieving the minimum qualification stated above. shall be taken into consideration as professional experience if official documentation is provided.

Free-lance or self-employed applicants must provide either a practicing certificate (or equivalent), or a copy of the entry in the relevant trade register, or any other official document (for example a tax document) showing clearly the length of the relevant professional experience.

PhDs may be counted as professional experience if the candidates received a study grant or salary during the time of PhD studies. The maximum duration counted for PhD is three years provided that the PhD has been successfully concluded by the closing date for applications of the selection procedure.



- He/she is a national of one of the Member States of the Union and enjoys his/her full rights as citizen;
- He/she has fulfilled any obligations imposed by the laws concerning military service;
- He/she produces the appropriate character references as to his/her suitability for the performance of his/her duties⁵ ;
- He/she is physically fit to perform his/her duties⁶; and
- He/she produces evidence of a thorough knowledge of one of the official languages of the EU and of a satisfactory knowledge of another official language of the EU to the extent necessary for the performance of his/her duties.

3.2. Selection criteria

The following experiences and competencies will be assessed throughout the different phases of the selection procedure:

Essential

- University degree in the fields of accounting, audit, business administration, finance, economics, law, or a related discipline;
- Proven professional experience of at least six (6) years in positions with tasks closely related to the ones described above;
- Experience in developing audit processes and tools to ensure developments in line with relevant internal auditing and any other professional audit standards (IIA, ISACA or equivalent);
- Knowledge of Public Sector audit framework and relevant policies and regulations;
- Holding internationally recognised auditing certificates (CIA, CISA, CGAP or equivalent).

Advantageous

- Proven track record in establishing activities or processes in the areas of internal audit, internal control systems, or quality control;
- Professional experience in internal audit in EU institutions, bodies, agencies or international public entities;
- Experience with IT audit;
- Knowledge and experience on performance-based auditing.

Interpersonal competencies

- Excellent communication and advocacy skills in English, both orally and in writing.

⁵ If successful, you will be asked to provide prior to recruitment, a formal certificate confirming the absence of any criminal record from pertinent authorities.

⁶ Prior to recruitment, the successful candidate will be examined by one of the Institutions' medical centre to confirm that the requirements of Article 12 (2) (d) of the Conditions of Employment of Other Servants of the EU are met.



Ability to communicate clearly, to present complex subjects simply, to solicit inputs from and listen to auditees and stakeholders.

- Excellent organisational skills: strong ability to organise and prioritise, focusing on results and on accuracy;
- Ability to work under pressure to meet the targets by responding to changes in a rapidly evolving work/project environment;
- High sense of discretion and confidentiality;
- Service-oriented attitude;
- Good analytical and problem-solving skills and the ability to think creatively;
- Proven ability to work both in a team and independently, combined with the capacity to work on several projects simultaneously.

The applicant **must** provide specific examples on how he/she meets essential and advantageous requirements in the application form.

English, being the working language of the EPPO, will be used during the whole selection process.

4. Application procedure

Candidates are required to check carefully before submitting an application whether they meet all the eligibility criteria, particularly concerning the required types of diplomas and professional experience as well as their linguistic capacity.

In the Application Form, under 'a) Selection Criteria' in the field of 'II. PROFESSIONAL EXPERIENCE' indicate, giving examples, how you meet each one of the selection criteria (essential and advantageous) listed in this vacancy notice. Please name the criteria you are describing. For any criteria that you would like to leave blank, write 'n/a' next to the number.

The candidate/job holder must either be a holder of a valid security clearance up to the level of "SECRET UE/EU SECRET" or be willing to undergo the national security vetting procedure (in order to be allowed to perform her/his job).

All applications must be in English.

For applications to be valid, candidates shall:

- Use and duly complete the EPPO Application Form, which can be found on the EPPO website <https://www.eppo.europa.eu/how-to-apply>;
- Send the application (preferably in pdf format), only by email to EU-EPPO-RECRUITMENT@ec.europa.eu by the deadline;
- The subject of the e-mail should include the reference of this vacancy, followed by the candidate's surname;

- The Application Form must be saved as follows: SURNAME_Name_Reference number.

Incomplete applications or applications sent without using the EPPO application form will be disqualified and treated as non-eligible.

Please note that if at any stage of the selection procedure it is established that any of the requested information provided by an applicant is false, the applicant in question will be disqualified.

Please, make sure that your application form (word or pdf) is readable, as no further communication will take place.

Supporting documents (e.g. certified copies of degrees/diplomas, references, proof of experience, etc.) should **not** be sent at this stage but must be submitted at a later stage of the procedure.

Please note that the time period between the closing date for applications submission and the end of the short listing applicants for the interview phase may take up to several months.

Due to the high number of applications received in each selection procedure, only shortlisted candidates will be contacted.

5. Closing date for applications

The closing date for application is **22 October 2021; 23:59 (CET)** (please check the time zones).

The EPPO will disregard any application received after the deadline. Applicants are strongly advised not to wait until the last day to submit their applications, since heavy internet traffic or fault with the internet connection could lead to difficulties in submission. The EPPO cannot be held responsible for any delay due to such difficulties.

6. Selection procedure

The candidates' applications will first be assessed against the eligibility and selection criteria. The most suitable candidates will be invited for a written test and an interview by a Selection Board.

Based on these interviews and the results of the written tests, The Selection Board might propose a list of adequately skilled candidates to the Administrative Director to be included in a reserve list (talent pool) who will make the final decision. Such list will be valid until 31/12/2022, and might be extended.

In accordance with Articles 11 and 11a of the Staff Regulations (SR) and Article 11 of the Conditions of Employment of Other Servants of the European Union (CEOS), the appointed candidate is required to make a declaration of interests before the recruitment. The EPPO Appointing Authority will examine whether the successful candidate has any personal interest which may impair his/her independence or any other conflict of interest in relation

to the position offered and will adopt appropriate measures.

All applications are treated fairly. Applicants will be assessed on the basis of their qualifications and in strict compliance with the principle of equal opportunities in order to have the best possible match between the profile of the candidate and the requirements of the job.

Under no circumstances should candidates contact the Selection Board, directly or indirectly, concerning this selection or promote their candidature directly or indirectly through any other means outside the terms of this application and selection processes. The Appointing Authority reserves the right to disqualify any candidate who would disregard this instruction.

7. Appointment and conditions of employment

Successful candidates may be offered a contract as a temporary agent of the type 2(f) in accordance with the CEOS for an initial period of 3 (three) years including a probationary period of nine months, which **may** be renewed for another period of 3 (three) years. After the second period, the contract **may** be renewed for an indefinite period.

Successful candidates who will be offered a contract of employment will, on their entry into service, be placed in step 1 or step 2 of the Function Group AD, Grade 7, depending on the length of their professional experience. The basic monthly salary for Function Group AD, Grade 7 currently is:

- Step 1: € 6,294.84
- Step 2: € 6,559.36

In addition to the basic salary, the following benefits might apply:

- Additional specific allowances (e.g. expatriation, household, dependent child, installation) depending on the individual's family situation and the place of origin;
- Flexible work arrangements (such as part-time work, flexible working hours, teleworking);
- Training and development opportunities;
- Annual leave entitlement of at least 24 days;
- Maternity/paternity leave and parental leave under certain conditions;
- Sickness and Unemployment Insurance Scheme enabling access to care worldwide;
- EU Civil Service Pension rights after 10 years of service;

The salary is subject to a Community tax deducted at source and staff members are exempt of national taxation.

Specific provisions for filling this position through mobility open to some staff of other EU Institutions, Offices, Agencies and Bodies:

Until 31st May 2022, in application of Article 97 of the EPPO Founding Regulation⁷, a candidate that

- would be offered this AD 7 Temporary Agent 2(f) position, and
- would be employed as a Temporary Agent 2 (a) or (f) with another European Union's Institution, Office, Agency or Body at the date of hiring by the EPPO,

may be offered, upon her/his request, continuity of his/her current contract conditions (including seniority - grade and step- and pension calculation basis) if his/her current employment contract is at grade AD 6 or AD 7. If her/his employment contract is AD 8 or above, it is left to the discretion of the EPPO.

8. Equal opportunities

The EPPO applies a policy of equal opportunities and considers applications without discrimination on any grounds such as sex, race, color, 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.

9. Privacy Notice

The EPPO processes the personal data submitted by the applicants as part of the application form, in any submitted supporting document at any stage in the selection and recruitment process, and communication related thereto. The purpose of this processing operation is to assess the suitability of candidates for a position at the EPPO and to administer the documentation related to the selection and/or recruitment. This includes also the processing of the submitted data for related administrative aspects, such as e.g. financial reimbursements, calculation of entitlements, etc.

During this processing, the personal data will be made available to selected staff working in Human Resources, Finance & Procurement, and in case of appeals or complaints, the Legal Service. Further, it will be made accessible to the members of the Selection Board, the Appointing Authority and respective supporting staff. Lastly, it may also be shared with other parties in the context and purpose of audits, inspections and internal investigations, be they internal or by supervisory authorities.

The personal data collected for this purpose will be stored for no longer than 3 (three) years following the financial discharge for the year in which the recruitment was finalized, in order to comply with audit obligations, unless ongoing legal proceedings, investigations or audits require their continued storage. Where the process led to employment of a candidate, some of the documentation and personal data contained therein will be carried over into the personnel file and subject to the regime applicable thereto.

The processing is necessary to select and recruit candidates suitable to cover the vacancies of

⁷ <https://eur-lex.europa.eu/eli/reg/2017/1939/oj>

the EPPO and therefore enable it to perform its tasks. The legal basis being implemented and binding on the EPPO's selection and recruitment process are the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union and their implementing rules. The applicable legal framework for data protection purposes for this processing of administrative personal data is Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 ([OJ L 295 of 21.11.2018](#)).

The applicant has the right at any time to request access to, rectification, restriction or erasure of their personal data. To exercise these rights, request assistance in their exercise or questions thereto, or file a complaint, they may contact the data controller, or the Data Protection Officer of the EPPO. They also have the right to address themselves to the European Data Protection Supervisor to lodge a complaint.

The controller is the EPPO, and for this process coordinated by the Head of Human Resources, and can be contacted by email at EU-EPPO-RECRUITMENT@ec.europa.eu

The Data Protection Officer can be reached at EPPO-DPO@epo.europa.eu.

The European Data Protection Supervisor can be contacted at edps@edps.europa.eu.

10. Appeals

Candidates who consider that their interests have been prejudiced by any decision related to the selection procedure, may lodge an administrative complaint under Article 90(2) of the Staff Regulations of Officials of the European Union within the time limit provided for, at the following address:

European Public Prosecutor's Office (EPPO)

For the attention of the Administrative Director, Mr Olivier RAMSAYER

Ref.: EPPO/AD/2021/007, Internal Audit Officer

11, Avenue John F. Kennedy

1855 Luxembourg

Luxembourg

The complaint must be lodged within three (3) months. The time limit for initiating this type of procedure starts to run from the time the candidate is notified of the act adversely affecting him/her.