

VACANCY NOTICE

POSITION TITLE	INTERNAL AUDITOR (F/M)
SELECTION REFERENCE	F4E/TA/AD10/2014/0186
GRADE	TEMPORARY AGENT – AD10
LOCATION	BARCELONA, SPAIN
RESERVE LIST – MAXIMUM NUMBER	3
VALIDITY OF THE RESERVE LIST	31/12/2015
CLOSING DATE FOR APPLICATIONS	05/06/2014 AT 12.00 NOON, BARCELONA GMT+1

1. RESPONSIBILITIES

Directly reporting to the Director of 'Fusion for Energy', the Internal Auditor provides independent opinions and advice on the efficiency and effectiveness of the Internal Control system and ensures that the Internal Audit function ("Capability") of the Joint undertaking complies with the relevant international standards.

Functions

- Provide auditing and advisory services to the management on dealing with risks, by issuing independent opinions and advice on governance, risk management and control processes and issuing recommendations for improving the implementation of operations and promoting sound financial management;
- Develop, establish and implement the most appropriate procedures and methods in relation to auditing and consulting;
- Draw-up an annual audit plan using appropriate risk-based methodology, and submit it to the Director and Governing Board;
- Coordinate audit planning with the Internal Audit Service of the European Commission, the European Court of Auditors and other assurance providers for the purpose of ensuring proper audit coverage of F4E and minimising the duplication of efforts;
- Present findings and recommendations (both verbally and in the form of written reports) directly to the Director and the Audit Committee
- Develop and maintain a continuous dialogue with the auditees, to ensure the relevance of findings and the quality and feasibility of the recommendations for action to be taken;

THE EUROPEAN JOINT UNDERTAKING FOR ITER AND THE DEVELOPMENT OF FUSION ENERGY

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<http://fusionforenergy.europa.eu>

- Monitor the follow-up process of actions decided by the management in response to Internal Audit recommendations, in order to assure that these have been implemented or that the risk of not taking action has been accepted;
- Submit to the Director and the Governing Board an annual Internal Audit Report;
- Contribute to the assurance building of the Director, in particular in view of his annual Declaration of Assurance, and to the wider F4E improvement plan when requested;
- Liaise with the other European institutions and bodies, in particular in the context of existing professional networks, for the purpose of exchanging best practice;
- Ensure that the resources of the Internal Audit Capability are deployed appropriately, and effectively meet the requirements of the Annual Audit Plan. Supervise the staff recruited for any function within the Internal Audit Capability;
- Develop and maintain the professional quality assurance programme that covers all internal audit activities and continuously monitor its effectiveness;

2. GENERAL CONDITIONS

A. ELIGIBILITY CRITERIA

A1. In order to be eligible the candidate must:

- Be a citizen of one of the Member States of the European Union or of a Third state fully associated with the Euratom fusion programme (Switzerland).
- Enjoy his/her full rights as a citizen.¹
- Have fulfilled the obligations imposed on them by the laws of their home country concerning military service.
- Meet the character requirements for the duties involved.
- Be physically fit to perform their duties².

A2. On the closing date for registration, the candidate must possess:

At least a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more and, after having obtained the university degree, at least 12 years of proven professional experience;

OR

At least a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is three years and, after having obtained the university degree, at least 13 years of proven professional experience;

Only study titles that have been awarded by the Members of the Joint Undertaking or that are subject to the equivalence certificates issued by the authorities in the said Member States shall be taken into consideration.

¹ Prior to any appointment, the successful candidate will be asked to provide a certificate issued by the competent authority attesting the absence of any criminal record.

² Before his/her appointment, the candidate shall be medically examined in line with requirement of Article 12(2)(d) of the Conditions of employment of other servants of the European Communities.

- A3. The candidate must possess a thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another language of the European Union to the extent necessary for the performance of his/her duties³.

B. QUALIFICATIONS AND EXPERIENCE REQUIRED

B1 Essential Selection Criteria

- University degree in economics, accounting, financial management or equivalent.
- At least 10 years of experience in relation with the some or all of the activities mentioned under point 1 – Responsibilities above;
- At least 3 years of experience in supervising staff and leading team;
- At least 5 years of professional experience as an Internal Auditor or equivalent function;
- Experience in project management methods, tools and techniques;
- Excellent knowledge of Internal Control methods, tools and techniques;
- Good knowledge of risk management principles;
- Very good organisational, analytical and planning skills;
- Very good interpersonal, presentation and communication skills;
- Good command of both written and spoken English, the working language of the ITER Project.

B2 Advantageous Selection Criteria

- Professional qualification in audit or CIA (Certified Internal Auditor) certificate or other similar certificate for professional recognition of internal auditors;
- Understanding of the objectives of 'Fusion for Energy', in particular, its responsibilities towards the ITER project;
- Knowledge of management principles;
- Working experience in a European or international setting.
- Previous experience in designing, controlling or auditing complex business processes related to project management, or procurement, or contract management;

3. CONDITIONS OF EMPLOYMENT

A contract offer will be made as a member of temporary staff, pursuant to Article 2(f) of the Conditions of Employment of other servants of the European Communities.

The successful candidate will be recruited in the grade AD10 on a contract with an initial duration of five years, with possibility of renewal.

The salaries of temporary agents are subject to a community tax deducted at source. They are exempt from national tax. The European institutions have their own social security and pension scheme. **As an indication, the basic monthly salary, before any deductions or allowances, for grade AD10 (step 1) is currently 8.129,38 €.**

In addition to the basic salary, staff members may be entitled to various allowances, in particular a household allowance, expatriation allowance (16% of basic salary and household allowance), dependent child allowance and education allowance. The salary is subject to a reasonable Community tax deducted at source and staff members are exempt of national taxation.

³ In addition, staff members are required to have a working knowledge of a third EU language, as described in the applicable Staff Regulations and Implementing Rules in order to be considered for their first promotion.

By way of an example and only as an indication, please see below the example of the monthly salary for a couple with 2 children including expatriation allowance (16%), dependent child (2 children under 6 years) allowance for 2 children:

AD10 step 1: 8.703,47 € net salary (including allowances, after taxes and pension contribution).

In addition, F4E offers social benefits with regards to schooling and a health insurance scheme.

Under certain circumstances, in particular where the jobholder is obliged to change his/her place of residence in order to take up employment, 'Fusion for Energy' may also reimburse various expenses incurred on recruitment, notably removal expenses.

The place of employment is **Barcelona, Spain**.

Given the needs of the organisation, the candidate may be offered an employment at any of the other F4E working places: Garching (Germany) or Cadarache (France).

4. SUBMISSION OF APPLICATIONS

The online application process starts upon clicking "**CLICK TO APPLY**" next to a vacancy of your interest on the Open Positions page:

<http://fusionforenergy.europa.eu/careers/vacancies/Default.aspx>

Applicants must register their applications online through the F4E E-recruitment tool by creating a valid F4E user account and submitting the documents mentioned below.

Please note that the online e-recruitment application tool is the *only* acceptable means of sending in job applications. Applicants are responsible for keeping their e-mail addresses and personal details up to date in their profile in F4E online application tool.

The mandatory fields in the profile marked with an asterisk should be duly filled in and the candidates are requested to submit the following 2 documents:

- A detailed Europass Curriculum Vitae in **English** (can be obtained at the following address: <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>)
- A motivation letter of 2 pages maximum in English

Applications must be complete and validly submitted by the closing date for submission of applications

no later than 05/06/2014 at 12h00 noon, Barcelona GMT+1.

In case you encounter technical problems when trying to submit your application via the e-Recruitment tool, please make a screenshot and send it to:

e-recruitment@f4e.europa.eu

It is the responsibility of the applicant to inform 'Fusion for Energy' about any technical problem without delay within the deadline mentioned above.

Please, do not send any supporting documents (i.e.: copies of your ID-card, educational certificates, evidence of previous professional experience etc.) **with your application at this stage if not specified in the Vacancy Notice.**