



VACANCY NOTICE

SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION

Post identification: (DG-DIR-UNIT)	IAS-A-1
Head of Unit: Email address: Telephone: Number of available posts: Suggested taking up duty: Suggested initial duration: Place of secondment:	Ilian KOMITSKI Ilian.Komitski@ec.europa.eu +32.2.2963612 3rd/4th quarter 2023 ¹ 2 year(s)¹ x Brussels <input type="checkbox"/> Luxemburg <input type="checkbox"/> Other:
	<input type="checkbox"/> x With allowances <input type="checkbox"/> Cost-free
This vacancy notice is also open to <input type="checkbox"/> the following EFTA countries : <input type="checkbox"/> Iceland <input type="checkbox"/> Liechtenstein <input type="checkbox"/> Norway <input type="checkbox"/> Switzerland <input type="checkbox"/> EFTA-EEA In-Kind agreement (Iceland, Liechtenstein, Norway) <input type="checkbox"/> the following third countries: <input type="checkbox"/> the following intergovernmental organisations:	

1. Nature of the tasks

Unit IAS.A.1 “European Networks, Energy, Transport and Digital” has a staff of 12 and is responsible for the internal audit of 3 European Commission Directorates-General, 1 Executive Agency, as well as 12 decentralised EU agencies and Joint Undertakings in the field of the EU energy, transport and digital policies.

Our mission is to perform independent audits of the processes and internal control systems of the entities in our audit portfolio. Through our audit work we help our auditees achieve their objectives in a legal, regular and efficient manner. On request of the audited entity management, we also offer consulting services.

We propose a challenging position for an Internal Auditor to join a team of highly committed and professional colleagues. He/she will participate in various audit and consulting engagements covering the entities in the audit portfolio of the unit, from the planning phase (including the preliminary risk assessment) to the preparation of the audit report and the follow up of the recommendations.

He/she will also contribute to horizontal indirect audit tasks contributing to efficient functioning and reporting of the Internal Audit Service. The successful applicant will be expected to help improve the effectiveness of the internal control systems of the services audited through practical recommendations and advice. The candidate recruited will also contribute to the evolution of the Unit and the Internal Audit Service by assisting in improving the audit methodology and the internal procedures, the quality and the efficiency of the audit process.

A continuous development and training policy will allow the successful candidate to further develop his/her professional competences.

2. Main qualifications

a) Eligibility criteria

The following eligibility criteria must be fulfilled by the candidate in order to be seconded to the Commission. Consequently, the candidate who does not fulfil all of these criteria will be automatically eliminated from the selection process.

¹ These mentions are given on an indicative basis only (Art.4 of the SNE Decision).

- Professional experience: at least three years of professional experience in administrative, legal, scientific, technical, advisory or supervisory functions which are equivalent to those of function group AD;
- Seniority: candidates must have at least one year seniority with their employer, that means having worked for an eligible employer as described in Art. 1 of the SNE decision on a permanent or contract basis for at least one year before the secondment;
- Linguistic skills: thorough knowledge of one of the EU languages and a satisfactory knowledge of another EU language to the extent necessary for the performance of the duties. SNE from a third country must produce evidence of a thorough knowledge of one EU language necessary for the performance of his duties.

b) Selection criteria

Diploma

- university degree or
- professional training or professional experience of an equivalent level

in the field(s) : The university degree shall be in a field relevant to the tasks of an auditor.

The possession of internal or external audit certifications will be considered an advantage.

Professional experience

The successful candidate will have at least five years of experience in the field of internal or external audit. Up to 50% of the required audit experience can be substituted by the equivalent amount of other relevant experience in management, internal control or inspections.

Language(s) necessary for the performance of duties

The successful candidate will have a proven ability to work in English, the working language of the service (level C1 is expected). Very good drafting ability in English is essential for this position.

3. Submission of applications and selection procedure

Candidates should send their application according to the **Europass CV format** (<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>) in English, French or German **only to the Permanent Representation / Diplomatic Mission to the EU of their country**, which will forward it to the competent services of the Commission within the deadline fixed by the latter. The CV must mention the date of birth and the nationality of the candidate. **Not respecting this procedure or deadlines will automatically invalidate the application.**

Candidates are asked not to add any other documents (such as copy of passport, copy of degrees or certificate of professional experience, etc.). If necessary, these will be requested at a later stage. Candidates will be informed of the follow-up of their application by the unit concerned.

4. Conditions of the secondment

The secondment will be governed by the **Commission Decision C(2008)6866 of 12/11/2008** laying down rules on the secondment to the Commission of national experts and national experts in professional training (SNE Decision).

The SNE will remain employed and remunerated by his/her employer during the secondment. He/she will equally remain covered by the national social security system.

Unless for cost-free SNE, allowances may be granted by the Commission to SNE fulfilling the conditions provided for in Art. 17 of the SNE decision.

During the secondment, SNE are subject to confidentiality, loyalty and absence of conflict of interest obligations, as provided for in Art. 6 and 7 of the SNE Decision.

If any document is inexact, incomplete or missing, the application may be cancelled.

Staff posted in a **European Union Delegation** are required to have a security clearance (up to SECRET UE/EU SECRET level according to Commission Decision (EU, Euratom) 2015/444 of 13 March 2015, OJ L 72, 17.03.2015, p. 53).

The selected candidate has the obligation to launch the vetting procedure before getting the secondment confirmation.

5. Processing of personal data

The selection, secondment and termination of the secondment of a national expert requires the Commission (the competent services of DG HR, DG BUDG, PMO and the DG concerned) to process personal data concerning the person to be seconded, under the responsibility of the Head of Unit of DG HR.DDG.B4. The data processing is subject to the SNE Decision as well as the Regulation (EU) 2018/1725.

Data is kept by the competent services for 10 years after the secondment (2 years for not selected or not seconded experts).

You have specific rights as a 'data subject' under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or the right to data portability.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given below.

Contact information

- The Data Controller

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller, HR.DDG.B.4, HR-MAIL-B4@ec.europa.eu.

- The Data Protection Officer (DPO) of the Commission

You may contact the Data Protection Officer (DATA-PROTECTION-OFFICER@ec.europa.eu) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

- The European Data Protection Supervisor (EDPS)

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

To the attention of candidates from third countries: your personal data can be used for necessary checks.