



Vacancy notice for the post of Internal Control and Audit Manager

in the ECSEL Joint Undertaking

Contract Agent FG IV

Reference: 2017-04-FGIV-ICAM2

ECSEL Joint Undertaking is a public-private partnership on electronic components and systems, established by Council Regulation 561/2014.

Electronic components and systems (ECS) are a pervasive Key Enabling Technology, impacting all industrial branches and almost all aspects of life. A smartphone, a smart card, a smart energy grid, a smart city, even smart governance; everything “smart” is based on integrating semiconductor chips running embedded software. They provide the fabric on which the internet runs; they give life to portable phones and tablets; they drive driverless cars and trains, fly airliners, drones and satellites. In modern times, no national economy can win in the global competition without mastering this technology, with unparalleled systemic and strategic impact.

ECSEL Joint Undertaking provides financial support mainly in the form of grants to participants following open and competitive calls for proposals.

Members of the Joint Undertaking are the European Union through the Commission, Member States and Associated Countries to the Framework Programme Horizon 2020 on a voluntary basis, and three associations (EPoSS, AENEAS and ARTEMIS Industry Association) representing the actors from the areas of micro- and nano-electronics, smart integrated systems and embedded/cyber-physical systems.

ECSEL JU is located in Brussels.

For further information please consult the following website: <http://www.ecsel.eu>

1. Position advertised

OVERALL PURPOSE

- ❖ The Internal Control and Audit Manager shall provide independent, objective assurance and consulting services to to the Executive Director on financial and administrative management and control structures within the ECSEL Joint Undertaking.

- ❖ He/she will be entrusted to act in the field of internal audit capability (IAC) for the ECSEL Joint Undertaking, with performing his/her duties in compliance with the relevant international standards.

The purpose, authority and responsibility of the internal audit capability shall be provided for in the internal audit charter and shall be subject to the approval of the Governing Board.

He/she shall draw up the annual audit plan of the internal audit capability taking into consideration inter alia the Executive Director's assessment of risk in the ECSEL JU.

The annual audit plan of the internal audit capability shall be reviewed and approved by the Governing Board.

The internal audit capability shall report to the Governing Board and the Executive Director on his or her findings and recommendations.

- ❖ His/her contribution shall ensure a proper coordination in the definition and implementation of the ex post audit strategy and plans of the ECSEL Joint Undertaking.
- ❖ His/her contribution shall add value to and to improve the organisation's operations allowing it to accomplish its objectives by bringing a systematic disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.
- ❖ He/she will be the principal actor when liaising with the European Court of Auditors, the Internal Auditor and the European Commission H2020 audit services.

DUTIES AND RESPONSIBILITIES

The Internal Control and Audit Manager's duties will include:

In the field of Internal Control:

- Provide advice on risk management and internal control through independent opinions and recommendations;
- Ensure that risks are appropriately and continuously identified and managed;
- Make recommendations to the Executive Director in order to improve the efficiency, effectiveness and financial management of the ECSEL JU;
- Follow up and monitor the implementation of audit recommendations and corrective actions taken by the management;
- Coordinate and contribute to the Annual Activity Report;
- Assure the application of professional audit performance standards;
- Advise the Executive Director on risk and quality management plans and implementation measures and provide input for the creation/identification of the training programme in relevant fields;

In the field of Audit Management:

- Follow up the decision and implementation of the H2020 common audit strategy, including where necessary the launching of additional audits to cover the ECSEL JU assurance needs;
- Promote the quality and methodological coherence of the audit activities within the ECSEL JU;
- Promote the development of guidelines in relation to specific audit objectives;
- Liaise with the national authorities for the performance of audits relating to the implementation of the FP7 Programme;
- Liaise with the European Court of Auditors as well as with the European Commission H2020 audit services;
- Assure appropriate liaison with internal audit capacities of other Joint Undertakings;
- Whenever necessary liaise with external audit firms;
- Undertake additional tasks as required in the interests of the service.

2. Eligibility and selection criteria

Eligibility criteria

- Completed university studies of at least three years attested by a diploma, or when in a Member State of the European Union access to a profession of an equivalent level to function group IV is by State examination, professional training or any other equivalent procedure (e.g. chartered accountant and auditor, or professions in the armed forces or police), the authority authorised to conclude contracts of employment may agree to recognise this qualification as being equivalent to a university degree, or in exceptional circumstances and where justified in the interests of the service, professional training of an equivalent level.
- Have at least 3 years full-time of professional experience after having obtained the diploma;
- Be a national of a Member State of the European Union;
- Have a thorough knowledge of one of the official EU languages and a satisfactory knowledge (at least at the B2 level) of another of these languages to the extent necessary for the performance of their duties (candidates are invited to specify in their CV possible language certificates they have obtained and which can demonstrate their language skills);
- Be entitled to his or her full rights as a citizen;
- Have fulfilled any obligations imposed by the applicable laws concerning military service;
- Meet the character requirements for the duties involved;
- Be physically fit to perform the duties linked to the post¹.

¹ Before his/her appointment, the candidate shall be medically examined in line with the requirement of Article 12(2)(d) of the Conditions of employment of other servants of the European Communities.

Selection criteria

Candidates selected on the basis of the above eligibility criteria will then be evaluated according to the following selection criteria.

Essential

- Three years of proven professional experience on audit tasks;
- Knowledge of the EU Financial Regulation,
- Proficiency with electronic office equipment (word processing, spread sheets, presentations, electronic communication, use of internet, etc.), and a strong aptitude for working with IT tools;
- Good oral and written command of English².

Advantageous

- Working experience in a field related to the duties in an international and multicultural environment;
- Knowledge acquired through experience or training/education of the organisation, working procedures and policies of European Commission services and/or Agencies and/or other EU institutions.
- Relevant trainings, certifications.

3. Application procedure

Candidates must submit an online application using the following vacancies portal:

<https://cloud.ecsel.europa.eu/web/vacancies>

Application should include:

1. Online Application form,
2. Letter of motivation (maximum 1 page),
3. Curriculum Vitae (CV), in the European CV format³.

For the letter of motivation and the CV, only Word documents or PDF documents are accepted. The maximum file size is 2 MB.

The application will be rejected if the dossier is incomplete. Application forms sent by e-mail, fax or post will not be accepted.

Candidates are advised to apply using an e-mail address that will remain valid for several months: candidates that will leave their job in the coming months are advised not to use their professional e-mail address.

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

In order to facilitate the selection process, application documents as well as all communications to candidates concerning this vacancy will be **in English only**.

² Spoken and written skills equivalent to level C1 or higher level pursuant to the Common European Framework of Reference for Languages.

³ <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>

Deadline for receiving applications is: 02 October 2017, 12.00 (Brussels time).

Selection procedure:

A Selection Board is nominated by the Appointing Authority of the ECSEL JU. After applications are screened the Selection Board will, based on elements of the applications, draw up a shortlist of candidates to be invited for an interview.

The Suitable candidates will be invited for a written test and an interview:

- Written test on a topic linked to the job description (about 30 minutes)
- Interview with a panel (about 30 minutes)

The recruitment will take place only upon a decision of the Appointing Authority of the JU.

Following this, the Selection Board will establish a **reserve list** of suitable candidates to be approved by the Executive Director.

Candidates are reminded that the different selection committees' works are confidential. It is forbidden for candidates to make direct or indirect contact with their members or to ask anybody else to do so on their behalf.

Appointment and Reserve List

The Executive Director of the Joint Undertaking will select the successful candidate and offer the post. A binding commitment can only be made after the verification of all conditions and will take the form of a contract signed by the Executive Director.

The reserve list may be used in order to fulfill positions within the ECSEL JU.

Candidates should note that inclusion on the reserve list does not guarantee recruitment. Recruitment will be based on availability of posts and budget.

The reserve list for this post will be valid until **31 December 2019** and may be extended at the discretion of the Appointing Authority of the ECSEL JU.

Equal opportunities

ECSEL Joint Undertaking, as a European Union body, applies a policy of equal opportunities and no discrimination in accordance with article 1d of the Staff Regulations⁴.

⁴ OJ L 124, 27.4.2004, p. 1; <http://eur-lex.europa.eu/en/index.htm>

Conditions of employment

The successful candidate will be appointed by the Appointing Authority as a Contract Agent pursuant to Article 3(a) of the Conditions of Employment of Other Servants of the European Communities, for a period of 3 years, which may be renewed.

The place of employment will be Brussels, where the ECSEL Joint Undertaking is located.

Pay and welfare benefits:

The pay of staff members consists of a basic salary supplemented with various allowances, including family allowances.

- Basic salary: There is a basic salary scale for each grade, divided into a number of steps.
- Allowances: In addition to their basic salary, staff members may be entitled to various allowances in particular an expatriation or foreign residence allowance, and family allowances including household allowance, dependent child allowance, pre-school allowance and an education allowance.

Additional information can be obtained from the website of the European Commission at the following address: http://europa.eu/epso/discover/careers/grades_system/index_en.htm

Important information for candidates

Candidates are reminded that the selection committee's works are confidential. It is forbidden for candidates to make direct or indirect contact with its members or anybody else that does so, on their behalf.

Protection of personal data

ECSEL is committed to ensure that candidates' personal data are processed as required by Regulation (EC) N°45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. This applies in particular to the confidentiality and security of such data.

Controller, purpose of the processing, recipients of the data - The controller of the processing is ECSEL Joint Undertaking. Data are processed for the purpose of organising the selection and recruitment; they are only disclosed to persons involved in the selection and/or recruitment.

Right of access - Data subjects are entitled to access their data by sending an email to the data protection officer (anne.salaun@ecsel.europa.eu).

Right of rectification - Data subjects can request rectification of their data by sending an email to the data protection officer.

Time-limits for storing the data - For recruited candidates, personal data are kept for 10 years after termination of employment. For non-recruited candidates, personal data are kept for 2 years after expiry of the list. For spontaneous applications, data are not kept.

Legal basis and recourse - The legal bases for the processing of personal data are: Decision of ECSEL Governing Board ECSEL GB 2015.35 giving effect to Implementing Rules to the Staff Regulations, annex 11; Directive 95/46, Article 7.a

Recourse - data subjects have the right to have recourse to the EDPS. For further information, see the EDPS website: <http://www.edps.europa.eu>

Independence and Declaration of Interest

The successful candidate will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to interests which might be considered prejudicial to his/her independence. Candidates must confirm their willingness to do so in their application.