EUROPEAN COMMISSION
Job Description Form

Job description version1 *(Approved)*
Job description version 454309 in *ECHO.E.2.001*
Valid from 01/10/2024 until

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<tr>
<th>Job Holder</th>
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<tbody>
<tr>
<td>Name</td>
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<tr>
<th>Job Profile</th>
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<tr>
<td><strong>Position</strong></td>
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<td><strong>Job title</strong></td>
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<td><strong>Generic domain</strong></td>
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<td><strong>Sensitive job</strong></td>
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**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**

<table>
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<tr>
<th></th>
<th>Listening</th>
<th>Reading</th>
<th>Spoken interaction</th>
<th>Spoken production</th>
<th>Writing</th>
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<tr>
<td>English</td>
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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
[X] 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.