EUROPEAN COMMISSION
Job Description Form

Job description version1 (Approved)
Job description version399435 in ECHO.E.2.001
Valid from01/06/2022 until

<table>
<thead>
<tr>
<th>Job Holder</th>
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<tbody>
<tr>
<td>Name</td>
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<table>
<thead>
<tr>
<th>Job Profile</th>
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<tbody>
<tr>
<td>Position</td>
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<tr>
<td>CONTRACT AGENT FGIV</td>
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<tr>
<td>Job title</td>
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<tr>
<td>External Auditor</td>
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<tr>
<td>Domains</td>
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<tr>
<td>Generic domain</td>
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<tr>
<td>CIVIL PROTECTION, EMERGENCY RESPONSE and HUMANITARIAN AID</td>
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<tr>
<td>Intermediate domain</td>
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<tr>
<td>AUDIT, CONTROL and INSPECTION</td>
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<tr>
<td>Specific domain</td>
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<tr>
<td>EXTERNAL AUDIT</td>
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<tr>
<td>Sensitive job</td>
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<tr>
<td>No</td>
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<tr>
<td>Overall purpose</td>
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<tr>
<td>Carry out audits of ECHO partners, grants and ECHO field offices to control the correctness of the funds spent under the Humanitarian Aid and Civil Protection budget. Manage and supervise audits performed by external audit firms. Contribute to the supervision of the internal control system within the DG.</td>
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<tr>
<td>Legal disclaimer</td>
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<tr>
<td>Users are advised to check the available list of Legal Disclaimers related to their contract type.</td>
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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**

+ **GENERAL AUDIT (STANDARDS, METHODS and PROCEDURES), EXTERNAL AUDIT, AUDIT, CONTROL and INSPECTION**
  - Job-Related experience: at least 3 years
  - Qualifier: essential

**Languages**

<table>
<thead>
<tr>
<th>Language</th>
<th>Listening</th>
<th>Reading</th>
<th>Spoken interaction</th>
<th>Spoken production</th>
<th>Writing</th>
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<tbody>
<tr>
<td>English</td>
<td>C1</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:
ECHO E2 manages the horizontal processes related to the preparation and implementation of the budget, strategic planning & reporting, budgetary reporting, evaluation based on the Commission's Better Regulation Guidelines, internal control, compliance and assurance processes, risk management, anti-fraud strategy, DG ECHO external audits and their follow-up, the discharge in cooperation with operational units, central services (SG, BUDG, IAS, OLAF) and controlling bodies (European Court of Auditors, European Parliament – COBU, CONT, DEVE – or Council Committees).
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.