



The Hague, 3 September 2015

File n°: Europol/2015/TA/AD6/211

VACANCY NOTICE

Name of the post: Specialist – in the Internal Audit Function (AD6)

Reporting to: Head of Internal Audit Function

1. About Europol

Applications are invited for this position at the European Police Office (Europol).¹

Europol is located in The Hague, The Netherlands, and its main tasks are the following:

- a) to collect, store, process, analyse and exchange information and intelligence;
- b) to aid investigations in the Member States, in particular by forwarding all relevant information to the national units;
- c) to ask the competent authorities of the Member States concerned to initiate, conduct or coordinate investigations and to suggest the setting up of joint investigation teams in specific cases;
- d) to provide intelligence and analytical support to Member States in connection with major international events;
- e) to prepare threat assessments, strategic analyses and general situation reports relating to its objective.

For more information please visit Europol's website www.europol.europa.eu.

Europol applies a policy of equal opportunity for men and women and accepts applications without distinction on ground of sex, race colour, ethnic or social origin, genetic characteristics, and language, religious, political or other convictions and opinions, financial situation, disability, age sexual orientation, marital status or family situation. Applications from female candidates are particularly encouraged. Employment at Europol is open to nationals of the EU Member States. There is no national quota system in operation but Europol is required to strive for a broad range of nationalities in order to keep a well balanced geographical distribution among its staff members.

¹ Europol has been established under the Council Decision (EC) No. 2009/371 of 6 April 2009.

2. Background and main purpose of the post

The Internal Audit Function (IAF) of Europol is an independent function appointed by and solely accountable to the Management Board (MB).

The IAF currently consists of three staff members.

The IAF provides independent opinions and advices on Europol's internal control structures and on any other subject identified by the MB and/or the Director of Europol.

Its primary objective is to provide Europol and its MB with assurance in respect of the effectiveness and efficiency of risk management, internal control in respect of both operational and administrative processes.

Under the supervision of the Head of Internal Audit Function, the successful candidate will be providing independent, objective assurance services, designed to add value and improve operations at Europol.

3. Tasks and responsibilities

The successful candidate will have to carry out the following main duties:

General tasks and responsibilities:

Assist the Head of the Internal Audit Function in providing Europol with advice on risk management and internal control through independent opinions and recommendations.

Specific tasks and responsibilities:

- Assist the Head of IAF developing risk-based multi-annual and annual audit work programmes and identifying audit scope in accordance with recognised audit standards;
- Assist the Head of IAF implementing the multi-annual and annual audit work programmes by carrying out audits;
- Assist the Head of IAF preparing reports on the findings and recommendations, resulting from audits carried out;
- Assist the Head of IAF following up and monitoring the implementation of recommendations by Europol;
- Assist the Head of IAF preparing an annual audit report;
- Assist the Head of IAF's correspondence;
- Any other duties in the area of competence of the IAF, assigned by the Head of IAF.

4. Requirements

4.1 Eligibility criteria:

a. Candidates must

- Be a national of one of the Member States of the European Union and enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by the applicable laws on military service;
- Produce appropriate character references as to the suitability for the performance of the duties;
- Be physically fit to perform the duties pertaining to the position;²
- Produce evidence of a thorough knowledge of one of the languages of the Communities and a satisfactory knowledge of another language of the Communities to the extent necessary for the performance of the duties.

b. Candidates must have:

- A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is three years or more;
- In addition to the above at least **3 years** of professional experience gained after the award of the qualifications mentioned under section 4.1 b.

4.2 Selection criteria:

a. Professional experience:

Essential:

- At least 5 years of experience in the preparation, execution and follow-up of audits;
- Experience of working with risk management methodologies;
- Experience in managing information in accordance with confidentiality regulations.

Desirable:

- Work experience in the European Parliament, the General Secretariat of the Council, the European Commission or the EU Justice and Home Affairs Agencies;
- Work experience in turning policy into practice in support of senior management in an administrative environment.

b. Professional knowledge:

Essential:

- Sound knowledge of the functioning of audits;
- Knowledge of risk management.

² Prior to appointment the successful candidate will be medically examined by one of the institution's medical officers in order that the institution may be satisfied that the candidate fulfils the requirements of Article 12(2)(d) CEOS

Desirable:

- Qualification in the Audit field, attested by a diploma

c. Technical skills and competencies:

Essential:

- Excellent drafting and analytical skills including the ability to understand and present complex materials clearly to staff on all levels;
- Excellent communication skills in English, both verbally and in writing, with the ability to communicate with a variety of stakeholders and audiences;
- Excellent organisational skills including the ability to plan, manage and prioritise workload to meet deadlines;
- Accuracy and attention to detail;
- Proficient user of Microsoft Office applications (MS Word, Excel, PowerPoint and Outlook) and the internet.

d. Social skills and competencies:

Essential:

- Excellent interpersonal skills including the capacity to work in a multi-cultural environment;
- Good negotiation skills as well as the ability to deal with sensitive and confidential issues;
- Ability to work well under pressure, both independently and in a team;
- High level of commitment and service-orientation;
- High level initiative, flexibility and creativity in view of problem solving.

5. Selection procedure³

The Contracting Authority – which in the case of Europol is the Director - sets up a Selection Committee which consist of the following four members: one person designated by the Chairperson of the Management Board, one member from the human resources unit of Europol, one member from the IAF and one person designated by the Staff Committee.

The member of the Selection Committee designated by the Chairperson of the Management Board shall act as chairman.

For **non-restricted** temporary agent posts, particularly for the selection procedures of experts, the Selection Committee may include up to two additional members designated by the Contracting Authority on a proposal from the Chairperson of the Management Board. The additional member(s) shall be designated from another service of Europol, from outside Europol or from outside the Community institutions including from Member States.

The Selection Committee determines candidates' suitability for the position by assessing their skills, experience and qualifications against the established job profile and makes an initial selection from the applications received.

The Selection Committee will invite the 5 highest scoring candidates (short-listed). All candidates having a score equal to the 5th highest scoring candidate will be included

³ Detailed information on the selection procedure, including the appeal procedure is available in the Europol Recruitment Guidelines, on Europol's website.

to the list of invited candidates. Shortlisted applicants are invited to participate in a post-related selection procedure, generally consisting of written and/or practical tests and competency-based interviews.

The Contracting Authority makes a decision of appointment on the basis of advice from the Selection Committee. He will inform the Committee of his decision. All candidates who attend the selection procedure will be informed of the outcome.

Candidates who attended a selection procedure may request feedback on their performance of the written test and interview within three months after the selection procedure.

The Selection Committee's work and deliberations are confidential. It is forbidden for candidates to make direct or indirect contact with the members of the Selection Committee or for anyone to do so on their behalf. All enquiries or requests for information or documentation in relation to the competition should be addressed to the Europol Selection and Recruitment Team.

6. Salary

Scale: AD6

The basic monthly salary is EUR **4960, 64** (step 1) or EUR **5169, 10** (step 2).

The step in grade is determined on the basis of professional experience gained after the education required for the position and in line with applicable implementing rules.

In addition, if applicable, allowances such as expatriation allowance, household allowance, (stand-by) shifts, dependent child and education allowance may be granted.

Europol offers a comprehensive welfare package comprising additional benefits such as medical insurance, unemployment and invalidity allowance as well as a pension scheme.

Salaries are subject to a community tax but exempt from national taxation.

7. Terms and conditions

7.1 Probation period

Engagement for this position is subject to the successful completion of a probationary period of **9 months**. Within this period the successful candidate will have to undergo a post-related security screening.

Europol reserves the right to terminate the contract of employment during or at the end of the probation period in accordance with Article 14 of CEOS.

7.2 Security screening and certificate of good conduct

All candidates who have successfully passed a selection procedure are required to apply for a national "certificate of good conduct" at the time an offer of employment is made. The "certificate of good conduct" must be provided to Europol prior the signature of the employment contract. In case of unfavourable entries in the "Certificate of good conduct" Europol reserves the right not to award an employment contract.

However, the national certificate of good conduct does not substitute a valid full Personal Security Clearance Certificate (PSCC) that must be obtained for all Europol staff at the level indicated in the Job Description. A PSCC is a certificate issued by a competent authority establishing that an individual is security cleared. It contains: the level of clearance; the date of issuance and the date of expiry. Failure to obtain the

requisite security clearance before the expiration of the probationary period may be cause for termination of employment contract.

The minimum requested level of Security Clearance for this post is: **CONFIDENTIAL UE/EU CONFIDENTIAL**.

7.3 Contract of employment

The successful candidate will be recruited as **Temporary Agent AD6** pursuant to Article 2 (f) of CEOS, for a period of 5 years⁴ (full-time – 40 hours a week). The contract may be renewed once for a period of 4 years. Only in highly exceptional cases, Europol grants third contracts of an indefinite nature.

The place of employment will be The Hague, The Netherlands.

For further information on terms and conditions please consult the EC Staff Regulations which are available on Europol's website.

8. Data protection

The data submitted are processed in order to assess the suitability of candidates for a position at Europol. All personal data collected for the purpose of the selection procedure will only be used within this specific context and will not be disclosed to any third party, except for restricted posts in which the application may be transmitted to the National Unit as part of the application process. Any data provided will be treated in strict confidence and in full compliance with all applicable data protection rules. The legal basis for the processing of personal data is the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union (Title III Chapter 1) and their implementing rules.

All documents provided to Europol will be kept in Europol's files and will not be returned to the candidate. Applications of non-recruited candidates will be kept for a maximum of two years. Data of applicants added to the reserve list will be kept for a maximum of two years after the expiry of the reserve list. Data of recruited candidates will be transferred to their personal file.

The Head of the Administration Business Area is responsible for the data processing operation. Candidates have the right to access, rectify, block and erase their personal data in accordance with the applicable data protection rules.

Candidates have the right of recourse to the Europol Data Protection Office (Data Protection Office - PO Box 90850, 2509 LW The Hague, The Netherlands) and the [Joint Supervisory Body](#).

9. Additional information

9.1 Main dates

Deadline for application:	12 October 2015
Recruitment procedure:	November 2015
Starting date of employment:	As soon as possible following selection.

9.2 Selection procedure

⁴ For the internal candidates the duration of the current contract will be taken into account in the total duration of the contract.

The selection procedure will be carried out in accordance with the EUROPOL RECRUITMENT GUIDELINES available on Europol's website www.europol.europa.eu.

9.3 Contact Details

For further details on the application process please call +31 (0) 70 353 1583 or +31 (0) 70 302 5075.