

## V

*(Announcements)*

## ADMINISTRATIVE PROCEDURES

## COURT OF AUDITORS

**VACANCY NOTICE ECA/2018/1****One (1) Director's post — Audit****(AD function group, grade 14)**

(2018/C 084 A/01)

**WHO WE ARE**

The European Court of Auditors, based in Luxembourg, is the European Union institution established by the Treaty to audit EU finances. As the EU's external auditor, it helps to improve EU financial management and acts as an independent guardian of citizens' financial interests.

During its audits, the Court looks into the receipt and use of EU funds. It examines whether or not financial transactions have been correctly recorded and disclosed, implemented with due legality and regularity, and managed economically, efficiently and effectively. The Court publishes the results of its audits in clear, relevant and objective reports. It also writes opinions on matters pertaining to financial management.

The Court promotes greater accountability and transparency, and assists the European Parliament and the Council in monitoring the implementation of the EU budget, particularly during the discharge procedure. It is committed to working efficiently at the cutting edge of progress in audit and public-sector administration.

The Court is divided into audit Chambers. It has a 'task-based' organisational structure, with staff placed in a pool from which they are selected for assignment to the various Chambers on a priority basis.

For more information on the Court's legal framework, including its Rules of Procedure and the rules for implementing those Rules of Procedure, please visit our website at: <https://www.eca.europa.eu/en/Pages/LegalFramework.aspx>

**WHAT WE ARE OFFERING**

We are looking to recruit one (1) Director.

The Director is accountable to the Chamber and will assist its Members in carrying out audit tasks. His/her main responsibilities include: managing staff and financial resources; programming, monitoring and reporting; providing quality support and knowledge; and ensuring audit supervision and control. The Director ensures that all tasks entrusted to him/her are carried out properly and in accordance with the Court's quality requirements and auditing practices and standards.

The Court has decided to launch this recruitment procedure for one Director's post (AD 14) in audit on the basis of Article 29(2) of the Staff Regulations of Officials of the European Union ('the Staff Regulations'). In order to broaden the Appointing Authority's choice of candidates, the procedure will run in parallel with internal and interinstitutional recruitment procedures.

Recruitment will be to grade AD 14. The basic monthly salary will be 14 303,51 euros. Subject to the conditions laid down in the Staff Regulations, certain allowances may be added to the basic salary, which is subject to EU tax and is exempt from national tax.

#### WHAT WE ARE LOOKING FOR

To apply for the post, applicants must fulfil the following conditions for admission by the time of the application deadline:

##### General conditions

- be nationals of one of the Member States of the European Union,
- enjoy their full rights as citizens,
- have fulfilled any obligations imposed by the laws concerning military service.

##### Specific conditions

###### 1. Qualifications

In accordance with Article 5 of the Staff Regulations, applicants must have:

- a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more, or
- a level of education which corresponds to completed university studies attested by a diploma, and appropriate professional experience of at least one year when the normal period of university education is at least three years, or
- where justified in the interests of the service, professional training of an equivalent level.

###### 2. Professional experience

At least 15 years' proven relevant professional experience, preferably at international level, after obtaining the abovementioned qualification; and at least four years' experience in managerial posts exercising responsibility over staff. In particular, proven sound experience of audit is required (including audit planning, supervision, quality control, and reporting).

###### 3. Knowledge

An excellent command of audit standards and methodology in the fields of financial and compliance audit and in sound financial management. Good knowledge of EU public finances and public-sector auditing.

Sound knowledge of English **and** French is essential for operational reasons, since these are the Court's working languages. A minimum level of C1 in understanding, speaking and writing in one language, and a minimum of B2 in the same categories for the other language are required. Knowledge of other languages would be an asset. In order to assess your knowledge of languages, please see:

<http://europass.cedefop.europa.eu/resources/european-language-levels-cefr>

###### 4. Skills

(i) The ability to devise and implement a strategy, and to set and report on objectives and targets; (ii) communication and negotiating skills, and the ability to work with stakeholders; (iii) an excellent command of management practices; and (iv) outstanding interpersonal skills.

#### RECRUITMENT POLICY

##### EQUAL OPPORTUNITIES POLICY

In line with the Court's equal opportunities policy and Article 1d of the Staff Regulations, the Court embraces diversity and promotes equal opportunities. The Court accepts applications without discrimination on any grounds and takes steps to ensure that recruitment is evenly balanced between men and women, as required by Article 23 of the Charter of Fundamental Rights of the European Union. Given the low representation of women at higher management levels, **the Court would particularly welcome applications for this position from female candidates.** In the event of equal qualifications or merit, a female candidate will be chosen. The Court also takes measures to reconcile working life with family life.

If you require any special arrangements (for specific handicap or disability) in order to take part in this selection procedure, please send an email in good time to: [ECA-Recrutement@eca.europa.eu](mailto:ECA-Recrutement@eca.europa.eu)

#### SELECTION PROCEDURE

In line with Court Decision No 31-2015 on the procedures for the selection of principal managers and directors, a Pre-selection Board will be set up.

The Board will assess candidates on the basis of the criteria stipulated in the vacancy notice and in accordance with the following procedure:

- (a) It will initially assess and compare the qualifications, professional experience, knowledge and skills of all eligible candidates on the basis of their applications. Based on this comparative assessment, the Board will shortlist the 10 most suitable candidates.

As this first selection is based on a comparative assessment, fulfilment of the criteria stipulated in this vacancy notice does not guarantee admission to the next phase of the procedure.

- (b) The Board will then assess the 10 best candidates on the basis of a written test (case study) and an interview.

On the basis of its assessment, the Board will draw up a list of the candidate(s) who is (are) considered to be the best qualified for the post.

The Pre-selection Board may carry out checks to ensure that the case studies submitted by each candidate do not contain any evidence of plagiarism.

On the basis of the Board's report, the Court will adopt a decision to appoint a candidate.

#### SUBMISSION OF APPLICATIONS

Applications must be written in English or French and submitted **only using the online form** available in the vacancy notice published on the Court's website:

[http://www.eca.europa.eu/en/Pages/JobOpportunities.aspx#page-search/index/lang/en\\_US](http://www.eca.europa.eu/en/Pages/JobOpportunities.aspx#page-search/index/lang/en_US)

Applications must include the following documents (all in English or French):

- a letter of motivation (**max. one page**),
- an up-to-date CV, created using the '**Europass curriculum vitae**' template and specifying exact dates (**max. three pages**)  
(see <http://europass.cedefop.europa.eu>),
- the attached list of additional information,
- the attached formal declaration, duly completed, signed and dated.

**Any application failing to adhere strictly to these instructions will be rejected.**

The deadline for applications is **midday on 10 April 2018 (Luxembourg time)**.

Upon request, candidates must produce supporting documents relating to their studies, professional experience and current post.

#### DATA PROTECTION

The Court is committed to ensuring that candidates' personal data are processed as required by Appointing Authority Decision No 77-2006 implementing Regulation (EC) No 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data in the context of human resources policies.

For more information, see the specific privacy statement for employment vacancies which is available at the following address: [https://www.eca.europa.eu/Lists/ECADocuments/Specific\\_Privacy\\_Statement\\_vacancies/Specific\\_Privacy\\_Statement\\_vacancies\\_EN.PDF](https://www.eca.europa.eu/Lists/ECADocuments/Specific_Privacy_Statement_vacancies/Specific_Privacy_Statement_vacancies_EN.PDF)

#### REQUESTS FOR RECONSIDERATION — COMPLAINTS AND APPEALS — COMPLAINTS TO THE EUROPEAN OMBUDSMAN

If, at any stage in the selection procedure, you believe that a decision adversely affects you, the following options are available:

##### I. Request for the Pre-selection Board's decisions to be reconsidered

You may submit a written reasoned request for the Board's decision to be reconsidered. Such a request must be submitted to the following address within 10 days of notification of the decision:

ECA-Recours@eca.europa.eu

##### II. Complaints

Pursuant to Article 90(2) of the Staff Regulations, you may submit a complaint against the Court's decision to reject your application within three months of being notified thereof, to the following address:

The Secretary-General  
European Court of Auditors  
12, rue Alcide De Gasperi  
1615 Luxembourg  
LUXEMBOURG

##### III. Judicial appeal

Pursuant to Article 91 of the Staff Regulations, if your complaint is rejected and this decision affects you adversely, you may then file an appeal with the European Court of Justice. Such appeals must be filed by a lawyer within three months of notification of the decision to reject the complaint.

##### IV. Complaints to the European Ombudsman

If you believe that the handling of your application has involved maladministration by the European Court of Auditors, you may submit a complaint to the European Ombudsman, having first contacted the Court with the aim of settling the dispute. You must submit your complaint in writing within two years of discovering the relevant facts. An electronic complaints form is available on the European Ombudsman's website. Complaining to the European Ombudsman will not suspend the abovementioned appeal deadlines.

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**List of additional information regarding my application:****YES NO**

1. Are you proficient in any languages other than English and French?  
If so, please specify:  YES  NO
2. Please list the audit tasks you have been responsible for in the last four years:
3. Have you acquired any professional experience at international level?  
If so, please provide details:  YES  NO
4. Your level of managerial responsibility (including responsibility for appraising and training staff and managing their time):
- (a) How many people work under you?
- fewer than 20
  - between 20 and 50
  - more than 50
- (b) How many higher managerial levels do you currently report to?
- one
  - two
  - more than two
5. Have you ever been responsible for budgetary management?  
If so, please provide details and specify the amounts involved.  YES  NO
6. How many times a year do you give an oral presentation to a large audience?
- fewer than 5
  - between 5 and 10
  - more than 10
- Please provide a reference that can be consulted on the internet.
7. Provide a list of articles that you have published on audit, public finances, EU governance or other relevant fields  YES  NO

## FORMAL DECLARATION

## THE CANDIDATE

Full name:

EU official:  Yes (if so, please state your grade: .....) No

Contact email:

Contact mobile telephone number:

I fulfil the following eligibility criteria (place a cross in the appropriate box):

YES NO

- |    |   |  |  |
|----|---|--|--|
| 1. | — A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more, or<br>— a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years, or<br>— where justified in the interests of the service, professional training of an equivalent level. | <input type="checkbox"/>                             | <input type="checkbox"/>                             |
| 2. | At least 15 years' proven relevant professional experience gained after obtaining the abovementioned qualification.   | <input type="checkbox"/>                             | <input type="checkbox"/>                             |
| 3. | At least four years' experience in a managerial post with responsibility over staff.  | <input type="checkbox"/>                             | <input type="checkbox"/>                             |
| 4. | Proven sound experience of audit (including audit planning, supervision, quality control, and reporting).   | <input type="checkbox"/>                             | <input type="checkbox"/>                             |
| 5. | An excellent command of audit standards and methodology in the fields of financial and compliance audit and sound financial management.   | <input type="checkbox"/>                             | <input type="checkbox"/>                             |
| 6. | Good knowledge of EU public finances and public-sector auditing.  | <input type="checkbox"/>                             | <input type="checkbox"/>                             |
| 7. | Sound knowledge of English <b>and</b> French.<br>(a minimum of level C1 in understanding, speaking and writing in one language, and a minimum of B2 in the same categories for the other language);   | <input type="checkbox"/>                             | <input type="checkbox"/>                             |
| a) | specify your level of English:<br>C1<br>or<br>B2  | <input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/> |
| b) | specify your level of French:<br>C1<br>or<br>B2   | <input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/> |
| 8. | I have submitted an application, in English or French, which includes a letter of motivation (max. one page), an up-to-date 'Europass' CV (max. three pages), the list of additional information and this formal declaration, duly completed, signed and dated.   | <input type="checkbox"/>                             | <input type="checkbox"/>                             |
| 9. | I am submitting my application before the deadline specified in the vacancy notice.   | <input type="checkbox"/>                             | <input type="checkbox"/>                             |

I declare that:

- (i) I am a national of an EU Member State;
- (ii) I am entitled to my full rights as a citizen;
- (iii) I have fulfilled any obligations imposed on me by the recruitment laws concerning military service.

I undertake to provide copies of the following documents:

- proof of citizenship (identity card, passport, etc.),
- certificates for any qualifications required by this vacancy notice,
- where applicable, a certificate or contract of employment, and my last payslip.

I hereby declare that the information provided in this application (letter of motivation, 'Europass' CV, list of additional information and formal declaration) and in the attached documents is accurate and complete.

I am aware that my application will be rejected if I fail to submit the required documents (letter of motivation, 'Europass' CV, list of additional information and this formal declaration, all in English or French) as per the format and instructions specified in the vacancy notice.

Date: .....

Signature:

**Liste d'informations complémentaires concernant ma candidature:**

- |  | OUI                      | NON                      |
|--|--------------------------|--------------------------|
| 1. Maîtrisez-vous d'autres langues que l'anglais et le français?<br>Si oui, veuillez préciser:   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Veuillez énumérer les activités d'audit dont vous avez été responsable au cours des quatre dernières années:  |                          |                          |
| 3. Avez-vous acquis de l'expérience professionnelle au niveau international?<br>Si oui, veuillez développer:   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Votre niveau de responsabilités en management (y compris en ce qui concerne l'évaluation d'agents, leur formation et la gestion de leur temps):   |                          |                          |
| a) Combien de personnes travaillent sous votre autorité?   |                          |                          |
| <input type="checkbox"/> moins de 20   |                          |                          |
| <input type="checkbox"/> entre 20 et 50  |                          |                          |
| <input type="checkbox"/> plus de 50  |                          |                          |
| b) Combien de niveaux hiérarchiques y a-t-il au-dessus de vous?  |                          |                          |
| <input type="checkbox"/> un  |                          |                          |
| <input type="checkbox"/> deux  |                          |                          |
| <input type="checkbox"/> plus de deux  |                          |                          |
| 5. Avez-vous déjà exercé des responsabilités en matière de gestion budgétaire?<br>Si oui, veuillez apporter des précisions et indiquer les montants gérés.                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Combien de présentations orales assurez-vous devant un public nombreux chaque année?  |                          |                          |
| <input type="checkbox"/> moins de 5  |                          |                          |
| <input type="checkbox"/> entre 5 et 10   |                          |                          |
| <input type="checkbox"/> plus de 10  |                          |                          |
| Veuillez fournir une référence pouvant être consultée sur l'internet.  |                          |                          |
| 7. Veuillez fournir une liste d'articles que vous avez publiés et qui portent sur l'audit, les finances publiques, la gouvernance de l'Union européenne ou sur d'autres thèmes pertinents. | <input type="checkbox"/> | <input type="checkbox"/> |



### DÉCLARATION SUR L'HONNEUR

#### LE CANDIDAT

Nom complet:

Fonctionnaire de l'Union européenne:  Oui (veuillez préciser votre grade: .....)

Non

Adresse électronique:

Numéro de téléphone portable:

Je remplis les critères d'admissibilité suivants (veuillez cocher la case appropriée):

**OUI**    **NON**

- |    |   |  |  |
|----|---|--|--|
| 1. | — Un niveau d'enseignement correspondant à un cycle complet d'études universitaires sanctionné par un diplôme lorsque la durée normale desdites études est de quatre années ou plus, ou<br>— un niveau d'enseignement correspondant à un cycle complet d'études universitaires sanctionné par un diplôme et une expérience professionnelle appropriée d'une année au moins lorsque la durée normale desdites études est de trois années au moins, ou<br><br>— lorsque l'intérêt du service le justifie, une formation professionnelle de niveau équivalent. | <input type="checkbox"/>                                 | <input type="checkbox"/>                                 |
| 2. | Au moins quinze ans d'expérience professionnelle attestée, en rapport avec les fonctions à remplir, après l'obtention de l'une des qualifications susmentionnées.   | <input type="checkbox"/>                                 | <input type="checkbox"/>                                 |
| 3. | Au moins quatre ans d'expérience dans un emploi de manager comportant des responsabilités d'encadrement de personnel.   | <input type="checkbox"/>                                 | <input type="checkbox"/>                                 |
| 4. | Une expérience attestée et concluante de l'audit (y compris la planification, la supervision, le contrôle qualité et l'établissement de rapports).  | <input type="checkbox"/>                                 | <input type="checkbox"/>                                 |
| 5. | Une excellente connaissance des normes et méthodes en matière d'audit financier et de conformité, et de bonne gestion financière.   | <input type="checkbox"/>                                 | <input type="checkbox"/>                                 |
| 6. | Une bonne connaissance des finances publiques de l'Union européenne et de l'audit du secteur public.  | <input type="checkbox"/>                                 | <input type="checkbox"/>                                 |
| 7. | Une bonne connaissance de l'anglais et du français<br>(Compréhension ainsi qu'expression écrite et orale correspondant au moins au niveau C1 pour l'une de ces deux langues et, pour l'autre, au moins au niveau B2.)   | <input type="checkbox"/>                                 | <input type="checkbox"/>                                 |
| a) | Indiquez votre niveau d'anglais:<br><br>C1<br>ou<br>B2  | <input type="checkbox"/><br><br><input type="checkbox"/> | <input type="checkbox"/><br><br><input type="checkbox"/> |
| b) | Indiquez votre niveau de français:<br><br>C1<br>ou<br>B2  | <input type="checkbox"/><br><br><input type="checkbox"/> | <input type="checkbox"/><br><br><input type="checkbox"/> |
| 8. | J'introduis une candidature, rédigée en français ou en anglais, comprenant une lettre de motivation (une page maximum), un curriculum vitæ «Europass» à jour (trois pages maximum), la liste d'informations complémentaires et la présente déclaration sur l'honneur, dûment remplie, datée et signée.  | <input type="checkbox"/>                                 | <input type="checkbox"/>                                 |
| 9. | Je dépose ma candidature avant la date limite indiquée dans l'avis de vacance.  | <input type="checkbox"/>                                 | <input type="checkbox"/>                                 |

Je déclare que:

- i) je suis ressortissant d'un État membre de l'Union européenne;
- ii) je jouis de mes droits civiques;
- iii) je suis en situation régulière au regard des lois de recrutement applicables en matière militaire.

Je m'engage à fournir des copies des documents suivants:

- certificat de nationalité (carte d'identité, passeport, etc.),
- diplômes attestant des qualifications requises conformément à l'avis de vacance,
- le cas échéant, certificat ou contrat de travail et dernière fiche de paie.

Par la présente, je déclare que les informations fournies dans cette candidature (lettre de motivation, CV «Europass», liste d'informations complémentaires et déclaration sur l'honneur) ainsi que dans les documents ci-joints sont exactes et complètes.

J'ai conscience du fait que ma candidature sera rejetée si je ne fournis pas l'ensemble des documents exigés (lettre de motivation, CV «Europass», liste d'informations complémentaires et déclaration sur l'honneur, tous ces documents étant rédigés en français ou en anglais) conformément aux spécifications (format et instructions) de l'avis de vacance.

Date: .....

Signature: