

Florence, 08/06/2010

## **VACANCY NOTICE IUE/2/2010**

### **coupled with a notice for an OPEN COMPETITION ON THE BASIS OF QUALIFICATIONS AND TESTS**

**Nature of post: 1 contract post – FG II - Support Officer to the Internal Auditor**

**Unit to which post is attached:** Internal Auditing Service

**Duration of contract:** 3 years, with possibility of renewal.

**Description of duties:** The contract staff member will be in charge, under the supervision of the Internal Auditor, of the following tasks:

- Supporting the work of the Internal Auditor (e.g. carrying out simple pre-defined audit tasks or assisting with larger audit projects; assisting in carrying out ex-post checks on financial documents, monitoring the internal control system and the status of the action plans, as well as in the preparation of audit certificates for external EC-funded projects)
- Analyzing and preparing data for the Internal Auditor;
- Co-ordinating the flow of working documents; maintaining and updating the filing system of the service;
- Editing documents, drafting notes, letters, reports and follow-up documents;
- Participating in meetings and drafting minutes, as necessary.

#### **Qualifications required:**

- Being a national of the European Union, or a national of third countries having acquired the status of long term resident on the basis of the EU Directive 2003/109/EC;
- Post-secondary education attested by a diploma or secondary education attested by a diploma and professional experience of at least three years in an audit/control environment;
- Good organizational, analytical and drafting skills;
- Familiarity with the use of computers and office automation software;
- Good knowledge of English and another language of the European Union; knowledge of French will constitute an advantage;
- Service-oriented attitude and discretion in handling sensitive information;

The following will be considered as assets:

- Experience of working in a multicultural and international environment
- Knowledge of the financial and legal framework of the European Commission
- Certified Internal Auditor certificate or other similar certificate for professional recognition of internal auditors.

#### **Selection process:**

Candidates shortlisted by the Selection Board will be invited for

- a language test
- a computing test
- an interview, enabling assessment of the candidate's ability to carry out the tasks of the posts and to work in an international academic institution

**Assessment on the basis of qualifications and marking of tests:**

Marking: 0 to 20 for the assessment on the basis of qualifications;

Marking: 0 to 20 for the language test;

Marking: 0 to 20 for the computing test;

Marking: 0 to 40 for the interview by the Selection Board.

**The net monthly salary:**

The net monthly salary after taxes is approx. Euro 2,030. In addition, when conditions as laid down by the Statutes are applicable, there are family allowances - household allowance, dependent child allowance, education allowance – and expatriation allowance (approx. 16% of salary).

**The European University Institute** is an academic institution set up in 1972 by the Member States of the European Union charged with research and postgraduate training in Law, Economics, History and Civilisation and Political and Social Sciences with special reference to Europe. The Institute is not an EU Institution, but an intergovernmental organization, funded directly by signatory states, partly by the European Commission and to some extent through external funding (<http://www.eui.eu>).

The European University Institute is an equal opportunity employer.

Applications must be submitted electronically using the IUE/2/2010 [online application form](#).

Applications received by e-mail, fax or post will not be considered.

The name of the appointed candidate and, if applicable, of candidates included in the reserve list will be published on the EUI Web site. By submitting their application, candidates acknowledge and give their explicit consent to this procedure, according to the Data protection regulation in force at the EUI (President's Decision n. 32 of 27 November 2008).

Contacts: E-mail: [applyjob@eui.eu](mailto:applyjob@eui.eu)

DEADLINE **FOR RECEIPT** OF APPLICATIONS: **07/07/2010**

(signed)  
Marco DEL PANTA