

EUROPEAN FOUNDATION FOR THE IMPROVEMENT OF  
LIVING AND WORKING CONDITIONS (EUROFOUND)

Notice of Open Selection Procedure:

Reference	EF-TA-24-04
Type of contract	Temporary Agent (TA2f) <sup>1</sup>
Function group/grade	AD 6
Initial contract duration	5 years (renewable)
Place of employment	Dublin, Ireland
Deadline for applications:	03.12.2024

## I. AGENCY INFORMATION

Eurofound is an agency of the European Union, based in Dublin, Ireland, which provides knowledge to assist in the development of social and work-related policies for key actors in the field of EU social policy and for the citizens of Europe. For more information on Eurofound's activities, please visit: [www.eurofound.europa.eu](http://www.eurofound.europa.eu).

Eurofound is committed to diversity and inclusion in the workplace. As a knowledge organisation it fosters life-long learning opportunities for the development of its employees, in alignment with the organisation's principles and objectives: the improvement of living and working conditions. We are serious about environmental sustainability and - in 2021 - introduced an environmental management system to be registered under the EU Eco-Management and Audit Scheme (EMAS).

Eurofound is recruiting an open selection procedure to establish a reserve list from which to recruit a candidate to the role of:

### **Internal Control and Risk Management Officer**

Applications from professionals all over the European Union are welcome in line with Eurofound's equal opportunities policy.

The place of employment is Dublin and residence within reasonable distance of Eurofound's office will be required in accordance with the Staff Regulations (Article 20).

## II. JOB CONTEXT & DUTIES

Based in the Organisational Support Unit ('OSU'), the Internal Control and Risk Management Officer will assist the Head of Unit, who also holds the role of Internal Control Coordinator, in developing and implementing a risk management and control strategy, establishing procedures for monitoring the effectiveness and efficiency of internal control, and in carrying out assessments of the sound functioning of the Internal Control System.

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<sup>1</sup> see Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union at <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

The Organisational Support Unit provides a range of services and support activities for the efficient development and implementation of Eurofound's programme – ranging from planning and management information systems, process and project management, organisational performance monitoring and evaluation. The Unit also houses the legal services and data protection.

The duties of the Internal Control and Risk Management Officer require good collaboration on a variety of horizontal tasks with colleagues in the Unit as well as with colleagues across the organisation.

Reporting directly to the Head of Unit, the jobholder will strengthen the design and implementation of internal controls, conduct assessments and checks, and provide recommendations for enhancing control environments and minimizing risks. They will also contribute to the implementation of improvements. The role involves collaborating with stakeholders, identifying risks and control deficiencies, implementing mitigating actions and promoting a culture of accountability and integrity.

The duties of the post include:

- Implementation of Eurofound's Internal Control Framework through monitoring, developing of and advising on the policies, procedures and controls designed around to ensure the effective functioning of all components of the system.
- Conducting risk assessments and internal control reviews to identify areas of potential risk, fraud, or non-compliance.
- Ensuring the development and implementation of an annual internal control workplan with a focus on the agreed corrective actions and improvement points.
- Assessment of the design and effectiveness of internal controls:
  - Organise and coordinate the self-assessments of the Internal Control Framework, proactively identifying potential improvements and corrective actions;
  - Coordinate and execute -as part of a small team- the regular and ad hoc checks and reviews to provide assurance on specific parts of the internal control system.
- Putting in place the monitoring and reporting system to ensure all actions from controls, audits, evaluations and other improvement activities are carried out in a transparent, timely and effective manner.
- Preparation of the necessary information and analysis required for reporting purposes to management and to the Management Board and to the relevant authorities.
- Providing advice and support on matters closely related to the internal control systems such as governance, quality management, information security and reporting systems.
- Designing and delivering (with others) learning and development activities to strengthen the internal control framework throughout the organisation.
- Leading and participating in working groups, tasks forces, programmes and projects on internal control, including cross-Agency activities and networks.
- Other relevant tasks, as required by the Head of Unit.

### **III. QUALIFICATIONS AND EXPERIENCE REQUIRED**

The selection procedure is open to candidates who, by the closing date for applications, fulfil the following conditions:

#### **1. ELIGIBILITY CRITERIA**

Candidates will be considered eligible for selection based on the fulfilment of the following formal criteria by the deadline of applications:

- Citizenship of one of the Member States of the European Union;
- Be entitled to full rights as an EU citizen;
- Have fulfilled any obligations imposed by the laws concerning military service;
- Possesses a thorough knowledge of one official language of the European Union and a satisfactory knowledge (level B2) of another language of the Union. As English is the daily working language of Eurofound, a high level of proficiency in English (C1) is required to a level necessary for the performance of the duties<sup>2</sup>;
- Have a level of education which corresponds to completed university studies of at least three years attested by a diploma in economics, business, public administration, law or studies of a similar nature;
- Have at least three years professional experience following graduation;
- Meet the personal and professional requirements for the duties involved;
- Be physically fit to perform the duties of the post described above.

#### **2. SELECTION CRITERIA**

Candidates will be shortlisted on the basis of the following criteria:

- A valid professional certification (e.g. Certified Internal Auditor (CIA), Certification in Risk Management Assurance (CRMA), Certified Government Audit Professional (CGAP), Certified Compliance Risk and Internal Control Manager (CCR));
- Proven professional experience of at least 5 years in internal control and/or audit covering all activities of planning, executing and reporting related to the assessment and strengthening of management and control systems with a view to ensuring their effectiveness and efficiency in prevention, detection and correction of weaknesses or irregularities;
- Proven strong knowledge of administrative procedures and basic Internal Control concepts, preferably in EU institutions, bodies or agencies;
- Work experience gained in an international working environment.

In addition to the above, candidates who are invited for testing and interview will be assessed on the basis of the following criteria:

- Analytical and critical thinking skills to assess risks and evaluate control effectiveness;
- Excellent communication and interpersonal skills, with the ability to interact effectively with stakeholders at all levels in writing and in meetings;
- Attention to detail and accuracy in performing reviews, checks, assessments and reporting;

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<sup>2</sup> Please note that under the Staff Regulations & Conditions of Employment, proficiency in a 3<sup>rd</sup> language is required before promotion to a higher grade.

- Dynamic and self-motivated attitude with the ability to cope concurrently with several tasks while having very good attention to detail and to work to deadlines under pressure;
- Good level of proficiency in Microsoft applications;
- Integrity, professionalism, and ethical behavior in handling sensitive information;
- Ability to work effectively in an international or multi-cultural environment;
- Capacity to work independently and collaboratively in a team environment.

Proof of meeting eligibility criteria – by means of appropriate documents (copies of educational certificates, references from employers, etc.) – must be provided if requested.

#### **IV. ORGANISATION OF THE SELECTION PROCEDURE**

After the deadline for submission of applications, the Selection Committee will verify the submitted applications against the eligibility criteria listed in section III.1. above. Applications satisfying these conditions will then be assessed against the selection criteria listed in section III.2 above.

Candidates will be shortlisted and those considered most suitable (a maximum of 12 candidates achieving a minimum of 70% in the shortlisting process) will be invited for written tests – 2<sup>nd</sup> EU language and competency tests - and for interview with the Selection Committee. Tests and interviews are likely to take place (online) in February 2025.

**Please note that only candidates who are successful in the interview and written test will have the possibility of being placed on the reserve list.** The minimum threshold to be placed on the reserve list is 70% of the total points (70% for interview and 70% for competency test). This list may also be used for recruitment of a similar post depending on the Agency's needs. Inclusion on the reserve list does not guarantee recruitment.

More details of the screening, interviewing and testing processes are outlined on [Eurofound's website](#). **Candidates are strongly advised to read this information carefully.**