

## EUROPEAN SPACE AGENCY

### Vacancy in the Director General's Services

ESA is an equal opportunity employer, committed to achieving diversity within the workforce and creating an inclusive working environment. Applications from women are encouraged.

**POST** Internal Auditor in the Internal Audit and Evaluation Service, Director General's Services.

This post is classified in the A2–A4 grade band on the Coordinated Organisations' salary scale.

**LOCATION** ESA Headquarters, Paris (France) or ESTEC, Noordwijk (Netherlands).

**DUTIES** The main duties and responsibilities consist in conducting audits of the Agency's activities and management consultancy assignments, in accordance with international standards for professional practice. This includes:

- assessing the adequacy of the Agency's governance processes and internal control practices with regard to the objectives of:
  - promoting appropriate ethics and values within ESA;
  - ensuring effective organisational performance management and accountability;
  - ensuring that significant risks are assessed and appropriate mitigation measures identified and implemented;
- evaluating the adequacy and effectiveness of controls and risk management practices regarding the:
  - achievement of the Agency's strategic objectives;
  - reliability and integrity of financial and operational information;
  - effectiveness and efficiency of operations and programmes;
  - compliance with laws, regulations, policies, procedures, and contracts;
  - safeguarding of the Agency's assets.
- analysing potential weaknesses and improvement opportunities regarding corporate governance, risk management and control processes, elaborating respective management action plans with the organisational units concerned and following up implementation;
- investigating suspected malpractice, as necessary;
- performing planning, administrative and management activities within the Internal Audit Service.

## **QUALIFICATIONS**

Applicants should have a Master's degree or equivalent qualification in engineering, business administration or other relevant discipline, with a minimum of three years' experience of internal auditing in an international environment. Candidates should be Certified Internal Auditors or the equivalent. Certified competence in auditing Management Information Systems will be considered a strong asset.

Applicants must demonstrate excellent analytical, organisational and coordination skills and the ability to provide quality summary output against tight deadlines. Candidates will also be expected to demonstrate good communication and interpersonal skills.

For behavioural competencies expected from ESA staff in general, please refer to the [ESA Competency Framework](#).

The working languages of the Agency are English and French. A good knowledge of one of these is required together with a working knowledge of the other. Knowledge of another Member State language would be an asset.

## **CLOSING DATE**

The closing date for applications is **4 January 2017**.

Applications from external candidates should preferably be made [online](#) from the ESA website ([www.esa.int/careers](http://www.esa.int/careers)). Those unable to apply online should submit their CV to Human Resources, ESA, 8-10 rue Mario-Nikis, 75738 Paris, Cedex 15 (France).

ESA staff members wishing to apply should fill in the [Internal Application Form](#) and email it to [Apply2HQ](#).

The Agency may require applicants to undergo selection tests.

If you require support with your application due to a disability, please email [contact.human.resources@esa.int](mailto:contact.human.resources@esa.int).

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**Please note that applications are only considered from nationals of one of the following States: Austria, Belgium, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Luxembourg, the Netherlands, Norway, Poland, Portugal, Romania, Spain, Sweden, Switzerland, the United Kingdom and Canada.**

**Priority will first be given to internal candidates and secondly to external candidates from under-represented Member States.**

**In accordance with the European Space Agency's security procedures and as part of the selection process, successful candidates will be required to undergo basic screening before appointment.**