

# Job Title: Internal Auditor

Req ID 8665 - Posted 08/07/2020



## 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

This post is classified A2-A4 on the Coordinated Organisations' salary scale.

### Location

ESA Headquarters, Paris, France or ESTEC, Noordwijk, The Netherlands

### Description

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

### Duties

Your will be responsible for conducting audits of the Agency's activities and management consultancy assignments, in accordance with international professional standards, including:

- assessing the adequacy of the Agency's governance processes and internal control practices with regard to:
  - promoting appropriate ethics and values within ESA
  - ensuring effective organisational performance management and accountability
  - ensuring significant risks are assessed and appropriate risk mitigation measures identified and implemented
- evaluating the adequacy and effectiveness of checks regarding the:
  - reliability and integrity of financial and operational information
  - effectiveness and efficiency of operations and programmes
- compliance with all relevant laws, regulations, policies, procedures, and contracts
- analysing potential weaknesses and improvement opportunities in the Agency's governance, risk management and control processes, formulating action plans with the relevant organisational units and following-up on their implementation
  - conducting investigations into suspected malpractice
  - performing planning, administrative and management activities for the Internal Audit Service

### Technical competencies

Sound understanding of the concepts of internal audit  
Knowledge and understanding of the ESA business and its associated risks  
Demonstrable experience in risk management  
Analytical skills

### Behavioural competencies

Relationship Management  
Communication  
Integrity  
Results Orientation

### Education

Applicants for this post should have a Master's degree in engineering, business administration or another relevant discipline, with a minimum of three years of experience of internal audit in an international environment.

## Additional requirements

Candidates should be a certified internal auditor or equivalent. A certified competence in auditing management information systems would be highly advantageous. Applicants must demonstrate excellent analytical, communication and coordination skills and the ability to provide quality synthetic output against tight deadlines.

## Other information

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. Knowledge of another Member State language would be an asset.

The Agency may require applicants to undergo selection tests.

### **The closing date for applications is Wednesday, 12 August 2020.**

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 and Slovenia.

According to the ESA Convention the recruitment of staff must take into account an adequate distribution of posts among nationals of the ESA Member States. When short-listing for an interview, priority will first be given to internal candidates and secondly to external candidates from under-represented Member States. (<http://esamultimedia.esa.int/docs/careers/NationalityTargets.pdf>)

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.

Recruitment will normally be at the first grade in the band (A2); however, if the candidate selected has little or no experience, the position may be filled at A1 level.