

## Head of the Internal Audit and Evaluation Service

**Job Req ID:** 12723

**Closing Date:** 15 October 2021

**Publication:** Internal & External

**Vacancy Type:** Permanent

**Date Posted:** 17 September 2021

ESA is an equal opportunity employer, committed to achieving diversity within the workforce and creating an inclusive working environment. We therefore welcome applications from all qualified candidates irrespective of gender, sexual orientation, ethnicity, beliefs, age, disability or other characteristics. Applications from women are encouraged.

This post is classified A6 of the Coordinated Organisations' salary scale.

### Location

ESA Headquarters, Paris, France

### Description

Head of the Internal Audit and Evaluation Service

### Duties

The Head of the Internal Audit and Evaluation Service, who reports to the Director General, assists him in achieving the Agency's objectives by bringing a systematic, disciplined approach to the evaluation and improvement of the effectiveness of risk management, control and governance processes. The Service provides independent, objective overall assurance of the Agency's business operations, contributing insight and recommendations for the continuous improvement of the Agency's business processes. In particular, it conducts risk-based internal audits and evaluations and provides management consulting services.

This includes the following duties:

- assessing implementation of the regulatory framework, including internal awareness of it;
- assessing the formulation and implementation of policies and activities that promote ethics and the values of the organisation;
- evaluating the effectiveness of the Agency's internal operations;
- evaluating application of the principles of efficiency and economy in the use of all the Agency's resources;
- providing general oversight of the Agency's assurance functions and coordination of the various auditing activities internal to ESA;
- reviewing and appraising the soundness and suitability of financial and other management information systems and the reliability of their data;
- performing actions in relation to the prevention and detection of fraud and conflicts of interests, including conducting fact-findings and investigations as required.

### Technical competencies

Knowledge of the ESA institutional framework, policies and programmes

### Behavioural competencies

Result Orientation  
Operational Efficiency  
Fostering Cooperation  
Relationship Management  
Continuous Improvement  
Forward Thinking

## **Education**

Applicants for this post should have a master's degree in economics or management. Certified Internal Auditor or Master of Business Administration qualifications will be an asset.

## **Additional requirements**

The selected candidate should display a thorough knowledge of the Agency's business operations and its regulatory framework, and strong leadership competencies, including experience in managing and developing a team of experts.

As a general requirement for any position at managerial level within ESA, you are expected to have:

- proven experience of leading, motivating and developing a team
- the ability to provide strategic direction to the individuals and teams within the Department and related team objectives to the overall and evolving organisational goals and context
- the ability to drive performance and foster cooperation within and across teams throughout the organisation
- demonstrated excellent leadership, relationship management and communication skills, both oral and written
- a proven track record in representing the Agency's interests to external interfaces
- excellent cognitive, analytical, delegation, planning and organisational skills
- the ability to anticipate problems, solve complex issues and relate situations to their context
- the ability to reach solution-oriented, pragmatic and timely decisions of high standard and integrity as well as to support others (team members, upper management, other stakeholders) in this process.

Previous experience of managing managers and multiple teams, as well as experience outside of the candidate's home country and in diverse functional areas relevant to the activities of ESA, is an asset.

## **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.

Please note that applicants may be required to undergo aptitude testing, including recognised psychometric testing as well as problem solving and decision-making exercises.

At the Agency we value diversity and we welcome people with disabilities. Whenever possible, we seek to accommodate individuals with disabilities by providing the necessary support at the workplace. The Human Resources Department can also provide assistance during the recruitment process. If you would like to discuss this further please contact us at [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, Latvia, Lithuania and Slovenia.

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.