



EUROPEAN
COURT
OF AUDITORS

Zacharias Kolias
Secretary-General

To the Permanent Representatives of the Member States
to the European Union
By email

Luxembourg, 16 November 2022
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Subject: Recruitment of national experts to work as auditors at the ECA

Your Excellency,

The European Court of Auditors (ECA) is seeking to recruit national experts to carry out audit work. These experts would be hired as temporary agents, in the administrators function group, grade AD 6, for a period of four years, renewable once for a maximum period of two years.

We would be grateful for the opportunity to benefit from the high level of professional experience and knowledge of experts currently working in your national administration.

To this effect, we are kindly asking for your support in sending us three (3) to six (6) applications maximum, following the requirements described in the annex.

The applications should include a CV, a motivation letter and a written agreement of the applicant's employer stating that they may join the ECA. The applications must be written in English or in French and sent to ECA-Selection@eca.europa.eu no later than **12:00 (midday) CET on 31 January 2023**.

Yours sincerely,

Zacharias Kolias
Secretary-General

Annex: Selection of national experts to work as auditors at the ECA

SELECTION OF NATIONAL EXPERTS TO WORK AS AUDITORS AT THE EUROPEAN COURT OF AUDITORS

WHO WE ARE

The European Court of Auditors (ECA) was established in 1975 as the European Union's external auditor. One of the EU's seven institutions, it is based in Luxembourg and employs around 900 audit, support and administrative staff of all EU nationalities. The ECA operates as a collegiate body of 27 Members, one from each EU member state. Our auditors check that the EU keeps good accounts and correctly applies its financial rules, and that its policies and programmes achieve their intended objectives and deliver value for money.

The ECA is divided into ten audit and administrative directorates. The audit directorates, organised into five chambers, deal with different policy areas to which staff are assigned according to the priorities stemming from the work programme.

- Chamber I — Sustainable use of natural resources
- Chamber II — Investment for cohesion, growth and inclusion
- Chamber III — External action, security and justice
- Chamber IV — Regulation of markets and competitive economy
- Chamber V — Financing and administering the Union

Knowledge management and developing appropriate expertise are key to our audit work, which also involves travelling to EU and third countries worldwide. The ECA offers a stimulating learning environment that provides for professional development opportunities.

In addition to being a modern and dynamic organisation striving for and promoting excellence, professionalism, transparency and integrity, we define ourselves as a diverse, flexible and equitable institution which offers every individual the opportunity to maximise their talent. Through our individual and collective involvement in the ECA's activities and our ambitious training programme, our aim is to make the ECA an intellectually stimulating workplace, and a learning-based organisation that relies on institutional knowledge and motivated and well-trained people to serve the EU and its citizens.

We are an EU institution on a human scale: this facilitates integration, allows for easier interaction, and encourages teamwork. We offer flexible working hours and teleworking. Our premises are equipped with all the necessary facilities to make your life easier and more enjoyable (canteen, cafeteria, sports room, gym, meditation room).

We value diversity and inclusion, promote equal opportunities, and ensure a respectful working environment based on open communication, dialogue, and mutual trust. Staff engagement, well-being and greening are important pillars of our internal policies.

WHAT WE ARE OFFERING

We are looking for talented professionals whose work will help citizens gain a better understanding of how the ECA fulfils its role and promotes robust financial governance.

We offer temporary contracts, depending on the available posts and operational needs. The successful applicants will be recruited under the provisions of Article 2(a) or 2(b) of the Conditions of Employment of Other Servants of the EU (CEOS)¹ for an initial period of **four years** renewable once for a maximum period of **two years**.

The initial contract will be subject to a **probationary period of nine months**.

The newly recruited auditors will follow appropriate training and be fully integrated within existing audit teams.

The grade of recruitment will be **AD 6**. The basic monthly salary for grade AD 6 (step 1) is currently EUR 5 805,35. Under the conditions laid down in the CEOS, and depending on individual circumstances and household composition, certain allowances may be added to the basic salary, which is subject to EU tax and exempt from national tax. The provisions guiding the calculation of these allowances can be consulted in the CEOS.

The EU institutions have their own pension and health systems, for which contributions are deducted from staff salaries at source. Staff may enrol their children at the European Schools free of charge.

WHAT TASKS CAN YOU EXPECT TO PERFORM

The recruited auditors will:

- Design and carry out audits according to internationally recognised standards, including:
 - drawing up audit plans based on sound audit approaches;
 - implementing audit procedures and documenting audit work in a timely manner;
 - collecting, checking and analysing complex data and using digital tools;
 - drafting and communicating audit findings, reports and opinions.
- Provide expertise and support in knowledge management, specific policy areas and audit methodology.
- Contribute to maintaining and developing the ECA's relations with external stakeholders at national, EU and international level.
- Collect and analyse documents, information and data from a wide variety of sources.

¹ <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:01962R0031-20220101&from=EN>

WHAT WE ARE LOOKING FOR

1. Legal requirements

Applicants should be nationals of an EU member state and a staff member of a relevant administration in a member state. They should enjoy their full rights as citizens, have fulfilled any obligations imposed on them by the recruitment laws concerning military service and meet the character requirements for the duties involved.

2. Qualifications

By the date of the deadline for the submission of applications, applicants must have a university diploma obtained after completing at least three years of studies or, where justified in the interests of the service, a professional diploma of equivalent level. Only diplomas and professional qualifications that have been awarded or recognised in EU (or former EU) member states or that are the subject of equivalence certificates issued by the authorities of one of these member states will be taken into consideration.

3. Professional experience

We are looking for applicants who, by the deadline, will be able to demonstrate **at least four years** of full-time professional experience in the areas of auditing (financial, compliance, performance audit), financial management, project/programme evaluation, design or implementation of structural reforms or public policies.

4. Knowledge of languages

As English and French are the ECA's working languages, a sound knowledge of one of these languages (minimum level C1 in understanding, speaking and writing) is required.

To assess your foreign language skills, see:

<https://www.coe.int/en/web/common-european-framework-reference-languages/table-2-cefr-3.3-common-reference-levels-self-assessment-grid>

5. Skills

- Capacity to collect, synthesise and analyse information
- Problem-solving skills
- Communication skills
- Flexibility to work in a task-based organisation and an international environment
- Capacity to work independently and in teams
- Resilience and motivation
- Priority-setting, planning and organising
- Capacity to coordinate projects involving a variety of stakeholders

SELECTION PROCEDURE

The selected profiles fulfilling the above requirements will be examined by an ECA designated panel, solely on the basis of the information provided in the application. The applicants whose profiles best match these requirements will be invited for an interview in order to determine whether they actually meet the needs of the service and possess the competencies and skills applicable to the duties to be performed.

If considered necessary, they may also be required to take further specific tests (e.g. written tests) in order to assess these skills and competencies. Based on the interviews and, if applicable, the specific tests results, the applicants best filling the requirements of the posts will be selected.

The recruitment will take place depending on the available posts and the operational needs of the ECA.

HOW TO APPLY

The deadline for applications is 12:00 (midday) CET on 31 January 2023.

Please send between three (3) and six (6) applications maximum, written in English or French, to ECA-Selection@eca.europa.eu.

Please quote the reference “National experts to work as auditors at the ECA” in the subject line.

Applications must comprise the following documents:

- a letter of motivation (max. 2 pages),
- an up-to-date CV (max. 5 pages) preferably in the Europass format (see: <https://europa.eu/europass/>),
- a written agreement of the applicant’s employer stating that the applicant may join the ECA as a temporary agent for a period of at least four years.

Please note that only the information provided in the above mentioned documents will be taken into account when evaluating the applications.

Applications which do not strictly comply with these instructions will be rejected.

The details provided in the application are accepted as true and correct and will therefore be binding on the applicant. Applicants must be able, on request, to produce written evidence of their qualifications, professional experience and current duties.

RECRUITMENT POLICY

In line with the ECA’s Diversity & Inclusion policy and Article 1d of the Staff Regulations, the ECA embraces diversity and promotes equal opportunities. We accept applications without discrimination on any grounds, and we take steps to ensure that recruitment is evenly

balanced between women and men, as required by Article 23 of the Charter of Fundamental Rights of the European Union. We also take measures to reconcile working life with family life.

If an applicant requires any special arrangements (for specific handicap or disability) in order to take part in this selection procedure, please send an email in good time to ECA-Selection@eca.europa.eu.

DATA PROTECTION

The ECA is committed to ensuring that applicants' personal data are processed in compliance with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC². For more information, see the specific privacy statement for employment vacancies:

https://www.eca.europa.eu/Lists/ECADocuments/Specific_Privacy_Statement_vacancies/Specific_Privacy_Statement_vacancies_EN.PDF

REQUESTS FOR RECONSIDERATION — COMPLAINTS AND APPEALS — COMPLAINTS TO THE EUROPEAN OMBUDSMAN

If, at any stage in the selection procedure conducted by the ECA, the applicants believe that a decision adversely affects them, the following options are available, in the indicated order:

I. Request for the selection committee to reconsider its decision

They may submit a written reasoned request for reconsideration of a decision taken by the selection committee. This request must be sent, within 10 calendar days of notification of the decision, to ECA-Recours@eca.europa.eu. Where the last day of this period is a public holiday, Sunday or Saturday, the period shall end with the expiry of the last hour of the following working day.

II. Complaints

Under Article 90(2) of the Staff Regulations, they may submit a written complaint against the ECA's decision to reject their application, within three months of being notified thereof, to the following address:

The Secretary-General
European Court of Auditors
12, Rue Alcide de Gasperi
L-1614 LUXEMBOURG

² OJ L 295, 21.11.2018, p. 39.

III. Judicial appeals

Under Article 91 of the Staff Regulations, they may appeal against a decision to reject their complaint, insofar as it adversely affects them, to the Court of Justice of the European Union. The action must be brought by a lawyer within three months of notification of the decision to reject the complaint.

IV. Complaints to the European Ombudsman

If they believe that the handling of their application has involved maladministration by the ECA, they may submit a complaint to the European Ombudsman, having first contacted the ECA with a view to settling the dispute. They must submit the complaint in writing within two years of discovering the relevant facts. An electronic complaints form is available on the European Ombudsman's website. Complaining to the European Ombudsman will not suspend the above-mentioned appeal deadlines.