



European Research Council
Executive Agency

Established by the European Commission

CALL FOR EXPRESSION OF INTEREST

Seconded National Experts for the ERCEA

ERCEA/SNE/113/2015

The European Research Council Executive Agency (ERCEA) is organising a call for expressions of interest with a view to establishing a reserve list for:

Seconded National Experts

External Auditors

Applications shall be forwarded by the Permanent Representations, the EFTA Secretariat or the Permanent Delegation of Turkey by **8 May 2015, at 12:00 (midday) Brussels time.**



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Who we are

The European Research Council Executive Agency (ERCEA) is dedicated to selecting and funding the excellent ideas that have not happened yet, and the scientists that are dreaming them up.

Practically, the ERCEA supports the work of the European Research Council (ERC), the first pan-European funding body sustaining the best frontier research in Europe, established by the European Commission in February 2007. The ERCEA was created in order to manage the Ideas programme, part of the EU's Seventh Research Framework Programme (FP7). Its mandate has been renewed until 2024, for the implementation of part of the new Horizon 2020 Framework Programme for Research and Innovation (2014-2020).

In order to do this, the ERCEA manages three core grant schemes for researchers: 'Starting Grants' targeted at early-career, emerging research leaders, 'Consolidator Grants', aimed at excellent researchers who are already independent, and 'Advanced Grants' that support already established top researchers. The grants fund projects in any field of research, with excellence as sole selection criterion. Since the creation of the Agency, over 4,000 researchers and their frontier research projects have been supported. Under Horizon 2020, the ERCEA has a total budget of around €13 billion.

The Agency is located in the heart of Brussels and expected to count a total staff of 529 by end 2020. For more details on ERC and ERCEA, please visit our website: <http://erc.europa.eu/>

General Conditions

This call for expression of interest is intended to lead to a reserve list of a maximum of 5 candidates for positions as Seconded National Expert (SNEs). Rules applicable to National Experts seconded to ERCEA can be found on the following link:

http://erc.europa.eu/sites/default/files/document/file/rules_applicable_to_SNE_revised.pdf

Please read carefully these rules before applying to make sure that you fulfil the eligibility criteria.

The initial duration of the secondment is two years with a possibility for extension up to a total period normally not exceeding four years.

Seconded National Experts are persons employed by a national, regional or local public administration or an intergovernmental organisation (IGO), who are seconded to the ERCEA so that it can use their expertise in a particular field. The secondment is not an employment, nor does it lead to an employment. An SNE must be a national of an EU Member State or of a European Free Trade Association (EFTA) Member State or a member of country with which the Council has decided to open accession negotiations and which has concluded a specific agreement on staff secondments (Turkey).

The place of secondment is Brussels, Belgium.

The start date for the secondment will be as soon as possible.



Job description

The duties of the successful candidates will consist in assisting temporary staff at the Agency in the following duties:

Audit, control and Inspection – Ex-post control Audit: execution and reporting

- Contribute to the performance of high quality ex-post control / audits missions by applying ERCEA Ex-Post Control Methodology and Best Practices;
- Contribute to the set-up and review of the audit plan;
- Contribute to the reporting of the Ex-post control – audit team activities;
- Ensure professional, constructive communication within the ex-post control audit team.

Audit, control and Inspection – Own resources Ex-post control audits

- Contribute to the timely scheduling and preparation of "own resources" audit missions;
- Contribute to the performance of high quality audit work in a timely and effective manner and to the adequate documentation of the audit work performed;
- Contribute in a professional and constructive manner to the drafting of communications to be issued to audited organisations and contribute, where appropriate, to the discussion of audit findings for validation during the closing meeting;
- Contribute to the drafting /review within established deadlines of clear, accurate, concise audit conclusions, using ERC EA standard audit report format;
- Contribute to the timely and accurate recording of audit findings in the audit monitoring system of the ERCEA;
- Carry out, where appropriate, ex-post control follow-up procedures.

Audit, Control and Inspection - Outsourced Ex-post control audits

- Review within established deadlines the deliverables and the work performed in compliance with the Framework Contract and Specific Contract and report any exceptions to the Ex-post Control Team;
- Contribute to the timely and effective communication of audit findings to the audited organisations.

Audit, Control and Inspection – Ex-post control: Audit: Inter-service co-ordination and consultation in Ex-post controls – audit matters

- Contribute to the consultation and communication with other Units in shared areas of activity and participation in inter-service meetings.

Legal analysis, Advice and Assistance – Information and advice on Ex-post control – Audit issues

- Assist in offering advice to management and operational units in matters regarding ex-post control audits;
- Contribute to the preparation of training / information materials and presentation thereof to internal and external stakeholders.



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Internal Control – Monitoring and reporting on internal control systems

- Promote and facilitate the internal control systems in the Unit and ensure their effective Implementation.

Main skills and qualifications

- Have a level of education which corresponds to completed university studies of at least three years attested by a diploma in any field of knowledge;
- Appropriate professional experience in the field of external audit of at least 3 years;
- Solid foundation in the technical aspects of auditing (knowledge of general accounting, business processes, internal controls, risk assessment and other related general/application controls);
- Good knowledge of audit procedures and standards; good expertise in drafting and preparing audit reports;
- Knowledge of policies and rules in the field of EU funded projects (knowledge of the Research grant management would be a considerable asset);
- A thorough knowledge of one of the European Union languages and a satisfactory knowledge of another European Union language to the extent necessary for the performance of his/her duties;
- Very good command of English (written and oral);
- Well-developed analytical and detail-oriented skills;
- Ability to work independently as well as with a team.

Submission of applications

Each electronic application shall contain the following documents:

- a) A detailed curriculum vitae in European format (that can be obtained at the following address <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>)
- b) A motivation letter including a clear mention of the call reference and of your email address for correspondence and for invitation to interview.

Please mention in the subject line your family name followed by the call reference:
FAMILY NAME – ERCEA/SNE/113/2015

The Permanent Representation, the EFTA Secretariat or the Permanent Delegation of Turkey must send your application to ERCEA, to the following email address, before the deadline: ERC-SELECTION@ec.europa.eu

ERCEA will only take into account applications received before **the deadline, which is 8 May 2015 at 12:00 (midday) Brussels time.** Please liaise with your Permanent Representation, the EFTA secretariat or the Permanent Delegation of Turkey to ensure that your application reaches it well on time.



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Selection procedure

All the applications are pre-screened and evaluated based on their skills and qualifications, and the best qualified candidates are shortlisted for an interview.

Notification to candidates

All candidates will be notified about the outcome of their application from ERC-SELECTION@ec.europa.eu

Equal opportunities

The ERCEA applies a policy of equal opportunities and accepts applications without discrimination on any grounds such as sex, race, colour, ethnic or social origin genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

Protection of personal data

The ERCEA ensures that applicants' personal data are processed as required by Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (Official Journal of the European Communities, L 8 of 12 January 2001). This applies in particular to the confidentiality and security of such data.

A Specific Privacy Statement is published on the ERCEA website at the following address:

<http://erc.europa.eu/index.cfm?fuseaction=page.display&topicID=48>

Candidates are invited to carefully read it, as it provides useful information about the processing of their personal data and relevant rights.

Request for review

ERCEA and Selection committee operate in context of the general principles of European Union law as interpreted by the courts. In assessing candidates' merits, selection boards observe the principle of equal treatment.

If you nevertheless believe that one of these principles has not applied in your case, you have the right, **within 10 calendar days** from the date when the letter notifying you of the decision was sent to you on-line, to request a review by sending a letter stating your reasons using the email address ERC-SELECTION@ec.europa.eu.

Please quote in the subject line of your letter:

- The number of the selection procedure concerned;
- Your name;



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- 'Request for review';
- The stage of the selection your complaint concerns.

ERCEA will forward it to President of the Selection Committee if it comes within the Committee's remit, and you will be sent a reply as soon as possible.