



## EUROPEAN COMMISSION

### Job Description Form

Job description version3 (*Active*)  
Job description version255966 in *NEAR.R.5.DEL.Turkey.006*  
Valid from19/04/2021until

#### Job Holder

**Name**

#### Job Profile

**Position**

CONTRACT AGENT FGIV

**Job title**

Finance and Contracts Officer - Legal Officer - Audit and control

**Domains**

**Generic domain**

PRE-ACCESSION and ENLARGEMENT

**Intermediate domain**

**Specific domain**

BUDGET, FINANCE, CONTRACTS and ACCOUNTING

**Sensitive job**

No

**Overall purpose**

Under the responsibility of the Head of Section to provide legal and procedural advice for the implementation of pre-accession assistance as well as follow-up on Audits, OLAF cases and irregularities.

**Legal disclaimer**

[Users are advised to check the available list of Legal Disclaimers related to their contract type.](#)

## **Functions and duties**

### **+ LEGAL ANALYSIS, ADVICE and ASSISTANCE**

- *Maintain a database of complaints and contribute to reports on issues related to complaints*
- *Co-ordinate the handling of Ombudsman cases*
- *Co-ordinate access to documents requests*
- *Examine, advice and propose solutions on pre-contentious claims and disputes during tendering and execution of contracts.*
- *Review, advise and comment on requests for funds from national authorities and clearance of accounts where required in support of GESTFIN and RESPFIN functions executed at HQ level.*

### **+ AUDIT, CONTROL and INSPECTION**

- *RER (liaising with the auditors and auditees, providing documents, monitoring the progress, commenting on draft findings, coordinating the follow-up of findings, registering the follow-up actions in the audit module)*
- *Supporting the OLAF focal point by flagging and reporting on potential irregularities/fraud, collection of information or supporting documents, follow-up of OLAF recommendations.*
- *Act as a focal point for any other audits/verifications of the delegation by CoA, IAS.*
- *Reporting on audit and control activities annually (contribution to EAMR) and ad hoc as requested*
- *Follow up with the national authorities on reported irregularities (AFCOS), OLAF, HQ, CoA and third parties; maintain the database of irregularities and fraud. Contribute to the reports on issues related to irregularities and fraud.*
- *Coordinating other control activities, especially on-the-spot checks*

### **+ AUDIT, CONTROL and INSPECTION**

- *Monitoring of the implementation of audit plans in view of audit-related KPIs. Follow-up of appropriate implementation of the audit findings/Action Plan through recovery of ineligible expenditure identified by audits/verifications, including of the non-financial findings if applicable*
- *Close monitoring of the audit/verification reporting (submission of draft, pre-final and final versions of audit/verification reports).*
- *Operational verification of the audit/verification contracting process (Terms of Reference, Request for Services, offers, evaluation, award, audit contract initiation, monitoring and closure).*
- *Operational Verification of the Analysis and provision of consolidated comments (ATM, responsible operational and financial agents) to the auditors in the establishment of the reports/audit findings.*
- *Supervise the establishment of the Annual Audit Plan and modification requests based on the methodology and risk assessment guidelines. Provision of audit advice within the Delegation.*
- *Coordination of audit/verification implementation with all relevant actors (auditors, auditees and the responsible financial and operational agents of the audited contract in the Delegation)*

### **+ INTER-SERVICE COORDINATION and CONSULTATION**

- *Correctly apply the Commission's document management rules to the documents for which the staff is responsible, following the instructions of the HoS and with the help of the DMO correspondent in the delegation; ensure in particular the correct registration and filling of these documents*
- *Ensure smooth coordination and exchange of information with other sections of the Delegation and with the concerned services at headquarters*

+ INTERNAL COMMUNICATION (general)

- *Within the framework of the staff regulation, to carry out tasks linked to the job description as instructed by his/her superior(s)*

**Job requirements**

**Experience"**

+ LEGAL ANALYSIS, ADVICE and ASSISTANCE, PROCUREMENT and CONTRACT MANAGEMENT

Job-Related experience:at least 5 years

Qualifier:essential

Experience of procurement and contract procedures and in particular those in external relations (PRAG) - At least 5 years which include experience in both areas above

+ AUDIT, CONTROL and INSPECTION

Job-Related experience:less than 1 year

Qualifier:desirable

**Languages**

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C1	C1	C1	C1	C1

**Knowledge**

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*  
*Analysis of financial documents*  
*BUDGET and FINANCE*  
*Financial regulation and procedures*  
*PROCUREMENT and CONTRACT MANAGEMENT*
- *LAW*  
*PROCEDURAL LAW*  
*Principles of Community and international law*  
*LEGAL ANALYSIS, ADVICE and ASSISTANCE*  
*Analysis of legal and contractual documents*  
*Interpretation of legal texts*
- *AUDIT, CONTROL and INSPECTION*
- *IT TOOLS for SPECIFIC APPLICATION AREAS*  
*IT tools for FINANCE, BUDGET and CONTRACTS and ACCOUNTING*  
*ABAC Workflow*  
*CRIS (Common Relex Information System)*  
*IT tools for OFFICE AUTOMATION*  
*MS Office applications*  
*IT tools and systems for ARCHIVES, MAIL and DOCUMENT MANAGEMENT*  
*Ares*  
*IT tools for ENLARGEMENT*  
*Mis*

## Competences

- *Analysing and Problem Solving*  
*Ability to conceptualise problems, identify and implement solutions*  
*Capacity to analyse and structure information*  
*Inquiring mind*
- *Communicating*  
*Ability to communicate in meetings*  
*Capacity to communicate technical or specialised information*  
*Drafting skills*
- *Delivering Quality and Results*  
*Ability to work in a proactive and autonomous way*  
*Conscientiousness*  
*Eye for detail / Accuracy*
- *Prioritising and Organising*  
*Capacity to deliver in a structured way*  
*Coordination skills*  
*Planning capacity*
- *Resilience*  
*Perseverance*
- *Working with Others*  
*Ability to work in a team*  
*Confidentiality*

## Job Environment

### Organisational entity

Comments:

Presentation of the entity:

### Job related issues

Atypical working hours

Specialised Job

#### Missions

Frequent, i.e. 2 or more missions / month

Long duration, i.e. missions lasting more than a week

Comments:

### Workplace, health & safety related issues

Noisy environment

Physical effort / materials handling

Work with chemicals / biological materials

Radioprotection area

Use of personal protective equipment

Other

Comments:

**Other**

Comments: