



We are seeking to appoint a

Assistant Head Advisory of the Internal Control Capability Unit *(Full-time post – 37h30)*

The European Schools are an intergovernmental organization providing a multilingual and multicultural education. There are currently thirteen schools in six countries with around 27,650 pupils on roll. The Office of the Secretary General is the central office responsible for managing the European Schools system.

Description of the function

The Assistant Head Advisory of the Internal Control Capability Unit will have as main responsibility to assist the Head of Unit Internal Control Capability in establishing the general framework of the Internal Control Systems by implementing best practices, giving training and assuring assistance and support in the areas of Finance, Administration and Human Resources in the Office of the Secretary-General and the Schools.

Main Duties:

- Support the preparation of the annual and multi-annual plans of the OSG and the Schools;
- Preparation of the Annual Activity Report of the OSG and the ES; guiding and supporting the preparation of the annual activity reports of the Schools;
- Risk Management in the OSG and the Schools;
- Support and harmonize the implementation of Internal Control Standards in the OSG and the Schools;
- Prepare and propose memoranda and guidelines;
- Contact point with the Internal Audit function (IAS), drive implementation of outstanding audit recommendations;
- Support and advice the schools on the development of action plans to remediate findings from auditors;
- Give guidance and support in the preparation of the Administrative Board meetings in the Schools.

Profile required:

- **Master degree** (minimum 5 years of higher education) in finance, accountancy, economics, business administration or related fields **and Experience of at least three years** in the area of management consulting, audit, internal control and/or controlling;
or **Bachelor degree** (minimum of 3 years of higher education) in finance, accountancy, economics, business administration or related fields **and Experience of at least five years** in the area of management consulting, audit, internal control and/or controlling;
- Knowledge about internal control is required (concept, main components or special competence in a specific field);
- Ability to work autonomously, to take initiative and to follow-up on a topic from A to Z;
- Ability to lead meetings and give presentations and trainings;
- Strong ability to draft reports, guidelines and memoranda;
- Good knowledge of IT tools (MS Office) and ability to adapt to new tools;
- Very good communication and interpersonal skills;

- Numeracy, accuracy and rigor skills;
- Availability to travel;
- Knowledge of languages:
 - Excellent command of one of the following languages: English or French (minimum level C1 according to the Common European Framework of Reference for languages- CEFR standard or equivalent),
 And
 - Good command of the respective other language (minimum level B2).

Assets:

- Experience in an international public organisation or in the EU institutions;
- Knowledge of SAP ERP;
- Knowledge of German, Italian, Spanish or Dutch.

We offer:

- **A permanent contract** under the conditions provided by Belgian labour and social law;
- A challenging position in an international team;
- Possibilities for professional development;
- Free schooling in the European Schools.

Interested?

Fill out the online form [here](#) and send your application (motivation letter in Word format, CV in Europass format and copy of the requested diploma) **to:**

OSG-RECRUITMENT@EURSC.EU

By **27 October 2020** at the latest.

Respect of instructions for applying will be considered for the preselection, therefore please be mindful.

The 'subject' of the email has to be filled in as follows:

Assistant Head Advisory ICC Unit - Name and First name (example: Assistant Head Advisory ICC Unit – Dupont Jeanne).

The documents attached to your email must be named in the same way, with a sequential numbering of the documents (number **1** for the **Motivation letter**, number **2** for the **CV** and number **3** for the **copy of the diploma**: (example : **Assistant Head Advisory ICC Unit – Dupont Jeanne 1**).

You will find any information concerning the processing of your personal data on the document « Privacy Statement for the Administrative and Ancillary Staff (AAS) of the Office of the Secretary general » (2018-11-D-13-en-1), effective from May 25, 2018 and available on <http://www.schola-europaea.eu/download/HR/2018-11-D-13-en-1.pdf>