Office of the Secretary-General
of the European Schools
in Brussels

We are seeking to appoint as soon as possible

An Internal Control Assistant with Legal background

Occupational category[1]: 2.18 Assistant to Head of Unit at the Office of the Secretary-General
Permanent full-time post (37h30/week)

The European Schools are an intergovernmental organization providing a multilingual and multicultural education. There are currently 13 schools in 6 countries with around 29,000 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 main objective of the post is to assist the Head of Unit and the Heads of Cell in ensuring that internal control systems are effectively designed, implemented, and maintained. The job holder contributes to monitoring, reviewing, and assessing the adequacy and effectiveness of internal controls, while also providing advice and recommendations to strengthen governance, and operational processes. In doing so, the position supports the Authorising Officer of the European Schools in achieving the objectives of effective and efficient operations, reliable financial reporting, compliance with applicable laws and regulations, and the prevention of fraud and errors.

Main Duties and Responsibilities:

Expert in the Internal Control Capability for all legal questions

Ex-post controls:
- Independent planning, performance, and documentation (including reporting) of ex-post controls according to the annual plan and Internal Control frame
- Support of the development of remediating actions and their implementation

IAS recommendations:
- Support the implementation of IAS recommendations for which a legal background is an asset

Internal control Framework:
- Support the roll-out and implementation of a fully COSO-based internal control framework

Memo and guidelines:
- Prepare and propose memoranda and guidelines to the Secretary-General which requires the ability to properly interpret regulations and related implications

Audits by the European Court of Auditors/external auditors:
- Support a smooth running of the audits and the follow-up of recommendations

Other:
- Support the preparation of training material on topics related to audit/ex-post control findings
- Support the preparation of reporting such as AARs and AB meetings
- Replacement of the HoC, if necessary

[1] https://www.eursc.eu/BasicTexts/2007-D-153-en-15.pdf (pages 30 and 35, grades 4-6).

Profile:

Eligibility criteria:

1. **University degree:**
    a. Holder of a **Bachelor's Degree** (minimum 3 years of higher education) in Law, Economics or Business Administration with a legal focus, or related fields
    b. **or** Holder of **Master's Degree** (minimum 5 years of higher education) in Law, Economics or Business Administration with a legal focus, or related fields

2. **Number of years of professional experience:**

    a. **If holder a bachelor's degree**, experience of at least **5 years** in a legal function, in internal control or internal or external auditing, preferably in an international structure
    b. **If holder of a master's degree**, experience of at least **3 years** in a legal function, in internal control or internal or external auditing, preferably in an international structure.

3. **Languages: Proficient user** according to the Common European Framework of Reference for languages[2] **of English or French** and **independent user** of the other respective language. Knowledge of German, Italian, Spanish or Dutch is an advantage

4. **ICT skills:**
- Very good knowledge of Microsoft Office (Outlook, Word, Excel, PowerPoint)

5. **Knowledge:**
- Knowledge about audit planning and execution
- Knowledge about testing of controls and performance of walkthroughs
- Knowledge about internal control and COSO framework
- Knowledge of the EU Regulations (Staff Regulations, Financial Regulation) is an asset

6. **Skills:**
- Excellent analytical and synthesis skills with the ability to interpret complex information
- Strong attention to detail, accuracy and numeracy
- Excellent problem-solving and sound judgment skills, ability to prioritize with a sense of responsibility and initiative, in a constructive service-oriented approach
- Strong ability to draft reports, guidelines, and memoranda
- Ability to work independently while demonstrating strong team spirit and collaboration skills
- Very good written and verbal communication skills in French and English and ability to adapt messages according to the audience
- Proven ability to interpret and apply financial rules, internal control standards and other relevant regulations including EU Regulations

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
- A gross monthly salary of minimum **€ 5.827,33** and maximum **€ 7.994,20** in accordance with Article 7 of AAS Service Regulations and upon decision of the Secretary-General
- 30 days of annual leave per calendar year
- Same public holidays as the European Commission (around 16 days per year)
- Flexitime and extra-hours system to compensate overtime
- Hybrid work (work in situ and structural telework)
- Free schooling in the European Schools for children of OSG employees

[2] **Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user*

Interested?
Please follow the instructions below.

Step 1: Fill out this form
Step 2: Send your **application** (your motivation letter, CV preferably in Europass format and a copy of the requested diploma) to **OSG-RECRUITMENT@EURSC.EU** by **4 December 2025** at the latest.

The 'subject' of the email has to be filled in as follows:
ICA Legal - Name and First name (example: ICA Legal – 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: ICA Legal – Dupont Jeanne 1).

You will find any information concerning the processing of your personal data on the document « Privacy Statement for the recruitment of the Administrative and Ancillary Staff (AAS) at the Office of the Secretary General » (2019-05-D-41-en-1), effective from May 25, 2018 and available on https://www.eursc.eu/Documents/2019-05-D-41-en-1.pdf.