



Role description

Job title	Internal Audit Officer
Job family	Corporate Functions & Administration
Job sub-family	Compliance & Legal
Entry grade	FGIV
Role summary	<p>Contribute to the achievement and delivery of AF-AUD's strategy through the assigned audit activities, with due consideration to the strategic planning of the Agency.</p> <p>Provide independent and objective assurance on the Agency's governance, risk management and internal controls through audit and consultancy engagements.</p>
Standard role duties & responsibilities	<p>The duties of the role are performed under the supervision, including guidance and support, of temporary staff:</p> <p>Support the preparation of audit long-term planning and/or update of relevant documents;</p> <p>Act as an evaluator for assigned cases;</p> <p>Coordinate the preparation and planning phase of the audit engagement with the relevant entity, perform the fieldwork;</p> <p>Report on the findings to the Reporting Officer, formulate findings and risks, draft audit report in the areas assigned and assure the finalisation of the audit report;</p> <p>Conduct internal audit and consultancy activities at the EMA and throughout the European network of NCAs;</p> <p>Contribute to EMA's process of tracking, follow-up and report on the implementation and status of audit recommendations;</p> <p>Draft and present advisory information or reports;</p> <p>Assist in providing training (e.g. training for relevant EMA staff, technical training provided to newcomers);</p> <p>Contribute to the development and implementation of digitalisation and data analytics methods, tools and guidance to support auditing practices. Identify</p>



	<p>opportunities to develop system functionalities and contribute to their improvements;</p> <p>Contribute to quality assessment and improvement of activities.</p>
Role Specific Duties & Responsibilities	<p>The specific tasks of an individual job holder, linked to this role description, are further detailed and referenced in:</p> <p>activities of the organisational entity within which the job holder carries out those tasks;</p> <p>the set of annual performance and development objectives, which are established together with the reporting officer;</p> <p>the requirement to comply with SOPs, WINs, confidentiality undertaking and other documentation relevant to the role and its scope. These will be agreed upon with the reporting officer upon assuming duties;</p>
Managing resources	No management or supervision of resources.
Communication and professional contacts	<p>Required to receive and convey information, orally and/or in writing, of a non-routine nature which needs careful explanation and interpretation e.g. explaining or interpreting policies, systems, processes; dealing with matters of a sensitive nature; formulating responses to more complex enquiries; drafting news items, letters, minutes, reports or presentations.</p> <p>Regular professional contacts with others inside and/or outside the Agency on functional matters. Solicits/gives information, provides advice/guidance and should use initiative. A likely requirement is to influence others' thinking and negotiate with various parties within own job responsibilities. Normally connected to the Agency's core business or a project.</p> <p>In particular, an Internal Audit Officer will:</p> <p>Build working relationships with the entities across the organisation;</p> <p>Assist with the communication plan.</p>
Essential requirements Education Experience Skills & knowledge Certificates	<p>Education</p> <p>A level of education which corresponds to completed university studies of at least three years attested by a diploma.</p> <p><i>Field of study</i></p> <p>n/a</p> <p>Experience</p> <p>Up to 3 years of proven full-time professional experience.</p> <p>Skills & Knowledge</p> <p>n/a</p>

Nice to have Education Experience Skills & knowledge Certificates	Certificates n/a
	Education n/a
	Experience n/a
	Skills & Knowledge Understanding of the use of new auditing tools and technologies.
	Certificates n/a

Category	Competency	Proficiency level
Role competencies	n/a	n/a
	n/a	n/a
Sub-family competencies	Administrative excellence	Intermediate
	Governance, legal and control	Intermediate
	Applied knowledge	Intermediate
Grade competencies	Adaptability and agility	Intermediate
	Coping with pressures and setbacks	Intermediate
	Analysing and problem solving	Intermediate
Core competencies	Ethics and integrity	Intermediate
	Team collaboration	Intermediate
	Customer centricity	Intermediate
	Results orientation	Intermediate
	Communication	Intermediate
	Cross-cultural sensitivity	Intermediate
	Continuous learning and self-development	Basic