



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE

Internal Audit Administrator

Reference number: COR/AD5-AD12/29 BIS/26

Directorate	General Secretariat
Unit	Internal Audit
Vacancy	AD5-AD12
Type of post	Official - Administrator Publication under Article 29(1)(a), (b) and (c) of the Staff Regulations
Date of publication	08/10/2026
Deadline	22/10/2026 at noon (Brussels time)

1. Your job and responsibilities

Interested in contributing to the successful implementation of the mission of the European Committee of the Regions (CoR) by providing independent and objective assurance and advice to senior management? Would you like to help evaluate and improve the effectiveness of governance, risk management and internal control systems through a systematic and disciplined audit approach?

As an Internal Audit Administrator in the Internal Audit Unit, you participate in audit missions aimed at assessing whether governance, risk management and control systems are effective and adequate to ensure that the CoR achieves its objectives in compliance with the applicable rules and standards. You are involved in all stages of the audit process, from planning and fieldwork to the drafting of audit reports and the formulation of recommendations.

You organise and carry out audit work through document analysis, interviews with key stakeholders, sampling, benchmarking and other audit techniques, in order to assess processes, risks, controls and performance.

You are also responsible for contributing to the follow-up of audit recommendations, assessing the implementation of agreed action plans and, where necessary, supporting audited entities in implementing corrective measures.

You are part of the dynamic team of the Internal Audit Unit, which consists of four members, including the Head of Unit.

2. Who are we? What are the challenges for us ahead?

Our Internal Audit Unit is a small and dynamic unit working in a friendly atmosphere. It has a staff of four members and reports directly to the Secretary-General of the CoR and functionally to the Audit Committee.

Our mission is to provide independent, objective assurance and consulting services designed to add value and improve the operations of the CoR, in accordance with the Financial Regulation and the Global Internal Audit Standards.

The independence of the internal audit function is guaranteed by the Financial Regulation and the Internal Audit Mission Charter.

Our audit and advisory engagements contribute to strengthening governance, risk management and internal control across the CoR. Through independent assurance and advisory services, we support the continuous improvement of the institution's processes and help ensure compliance, efficiency and sound financial management. Our work covers a wide range of organisational and operational areas, including the joint services shared with the European Economic and Social Committee.

Our main challenge is to further increase the impact and added value of the internal audit function by providing timely, risk-based assurance and advice, promoting good governance, and supporting the continuous improvement of the Institution's effectiveness and efficiency.

3. Are you the talent we are looking for?

3.1 GENERAL ABILITIES AND CAPACITIES REQUIRED

- Think with a critical spirit, analyse and solve problems pragmatically.
- Assess critically credibility and reliability of sources, data and information and use relevant digital tools to carry out the duties.
- Organise own work, demonstrate responsibility, identify priorities, take appropriate decisions and deliver results.
- Adapt to an evolving working environment, demonstrate commitment and adopt constructive attitude at all times. Remain effective and flexible even during periods of heavy activity.
- Take initiative to achieve individual and shared objectives, demonstrate ownership and work autonomously.
- Learn and professionally develop to continuously enhance job performance and knowledge of the organisation and working environment.
- Work together with others in a constructive way by contributing to diverse and inclusive working environment. Demonstrate respect and courtesy at all times.

- Convey information and relevant opinions clearly and concisely both orally and in writing, facilitate interaction and engage effectively with others. Treat confidential or sensitive information accordingly.

3.2 JOB-SPECIFIC REQUIREMENTS

- You have sound experience in internal audit, risk management or internal control.
- You have strong analytical and drafting skills, including the ability to analyse complex situations and formulate clear, evidence-based conclusions and recommendations.
- You have a thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another of the EU official languages. For functional reasons, a high level of English is required and a good level of French is desirable.
- You have a good command of IT applications and tools, such as Outlook, Excel, Word and SharePoint, including AI tools in a secure environment.
- You have a university diploma at master level, ideally in economics, business administration, finance or law.
- You are keen on working in an independent, objective and constructive audit function, contributing to the continuous improvement of governance, risk management and control systems.
- You have very good judgement, a critical and constructive mindset, and the ability to quickly assimilate the applicable regulatory framework and internal procedures.

3.3 ASSETS

- Previous experience in internal audit within an EU institution or body is a strong asset.
- Professional certification in internal auditing is a strong asset.
- Knowledge of the Financial Regulation and/or the Global Internal Audit Standards is desirable.

4. What we offer

- A European institution on a human scale at the heart of the European quarter and easily accessible.
- Flexible working hours and teleworking opportunities subject to the needs of the service.
- An active talent management policy focusing on continuous development and training and a policy to encourage internal mobility.
- A friendly and dynamic working environment in which self-motivation, initiative and team spirit are valued.
- An institution that promotes equal opportunities, diversity and non-discrimination to help nurture a respectful and inclusive working environment and that is actively engaged in the consultation process prior to the adoption of EU legislation. Our dedication to inclusivity is also reflected in our efforts to enhance the accessibility of our vacancy notices, including the layout of the current vacancy and its annex (left alignment, increased spacing and font size etc.). By improving their readability, we strive to make these documents accessible to all, including individuals with disabilities.

- An EMAS-certified institution that is continuously looking to improve its environmental performance.

5. Are you interested in this challenge?

If you have the skills we are looking for and think you fit the profile above, please apply using the [online application form](#) before 22/10/2026 at noon.

Please remember to read carefully the appendix to this vacancy announcement to learn relevant details about this selection procedure.

The Secretary-General
Petr Blížkovský

The [European Committee of the Regions](#) (CoR) is the political assembly which allows the views of regional and local authorities to be heard when European Union policies are being devised and legislation drafted. It is an advisory body which was created in 1994. Its consultative role allows its 329 members, and through them the regional and local authorities they represent, to take part in the EU decision-making process.