



European Committee  
of the Regions

Human Resources and Finance

## VACANCY NOTICE

### Head of Unit – Internal Audit

Reference number: COR/AD9-AD14/10 BIS/26

Directorate	General Secretariat
Unit	Internal Audit
Vacancy	AD9-AD14
Type of post	Official - Head of Unit or equivalent Publication under Article 29(1)(a) and (b) of the Staff Regulations
Date of publication	13/04/2026
Deadline	27/04/2026 at noon (Brussels time)

## 1. Your job and responsibilities

Do you wish to contribute directly to the successful implementation of the mission of the European Committee of the Regions (CoR) by providing independent, objective assurance and strategic advice to senior management? As Head of Unit and Internal Auditor of the CoR, you will play a key role in strengthening governance, risk management and internal control systems across the institution. In this function, you will lead and manage the Internal Audit Unit, ensuring the effective planning, delivery and follow-up of internal audit and advisory engagements. You will provide high-level assurance on whether governance, risk management and control frameworks are adequate and effective in enabling the CoR to achieve its objectives in compliance with the applicable regulatory framework and the Global Internal Audit Standards.

You will have full responsibility for the supervision and development of a small team of highly skilled and motivated auditors. You will direct and oversee audit missions covering all stages of the audit cycle, from the preparation of the risk-based annual audit work programme to the execution of audits, the formulation of conclusions and recommendations, and the issuance of audit reports. In addition, you will carry out advisory engagements. The scope of the audit and advisory activities includes all key processes of the CoR, as well as the joint services shared with the European Economic and Social Committee, notably the Directorates for Translation, Logistics and Innovation, and Information Technology.

You will ensure robust and systematic follow-up of audit recommendations, assessing the implementation of agreed action plans and, where appropriate, providing support and advice to senior management and to audited entities to facilitate effective and timely implementation.

Furthermore, you will advise the Audit Committee on significant risk exposures, control weaknesses and governance issues. You will be responsible for preparation of the Audit Committee meetings in close cooperation with the Chair of the Audit Committee and in coordination with the Secretary-General and for ensuring the Audit Committee understanding about the effectiveness and efficiency of the organisation's governance, risk management and control processes in line with the Charter of the Audit Committee of the CoR. You will also be responsible for preparing key reporting outputs, including contributions to Audit Committee documentation, and for maintaining a constructive dialogue with internal and external stakeholders.

As Head of Unit, you will also drive the continuous improvement of the internal audit function, including the development of audit methodology, tools and internal procedures, in line with professional standards and best practices. You will promote a culture of integrity, accountability and continuous improvement within the CoR.

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

The Internal Audit Unit reports directly to the CoR Secretary-General. It is a small, multidisciplinary team composed of the internal auditor and three administrators, combining professional expertise with a strong commitment to the institution's values and objectives.

The Unit carries out its mission in full compliance with the applicable Financial Regulation and Global Internal Audit Standards of the Institute of Internal Auditors. Its functional independence is formally enshrined in its Mission Charter, enabling it to provide objective and unbiased assurance and advice.

The primary objective of the Internal Audit Unit is to provide the Secretary-General with independent assurance as to whether:

- **Governance processes** are adequate and effective in ensuring that organisational structures, roles and responsibilities support the CoR's strategic objectives and values;
- **Risk management processes** are effective in ensuring that risks are appropriately identified, assessed, mitigated and monitored on a continuous basis;
- **Internal control systems** are effective in ensuring that objectives are achieved, operations are conducted in compliance with applicable rules and the principles of sound financial management, and that information and reporting are accurate, reliable and timely.

Looking ahead, the Internal Audit Unit faces a number of key challenges, including the increasing complexity of regulatory and operational environments, the need to address emerging and crosscutting challenges (notably digitalisation, use of artificial intelligence, data protection etc.), and the necessity to deliver high quality audit and advisory work with limited resources. In this context, the Unit must continue to prioritise risk-based planning, promote a culture of accountability

and continuous improvement with a strong emphasis on proportionality and efficiency of proposed measures and further enhance the impact and added value of its assurance and advisory activities.

### **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 and 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 a comprehensive understanding of the Global Internal Audit Standards and leading internal audit practices.
- 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 highly 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 possess at least 10 years of relevant working experience, 5 of which must have been acquired in a position that required team management.
- You have sound experience in implementing change, optimising use of resources and modernising working methods and tools through technologies.
- You are able to propose pragmatic solutions aiming at improving processes and possess strong negotiation skills.
- You have professional certification in internal auditing or other relevant professional education, certifications, and credentials.

### 3.3 ASSETS

- Experience building and managing an effective internal audit function by recruiting, hiring, and training internal auditors and helping them develop relevant competencies is a major asset.
- Leadership experience as a Head of Unit is a major asset.

## 4. Are you eligible for this position?

On the closing date for applications and without prejudice to the other provisions of Article 28 of the Staff Regulations, applicants for a Head of Unit position published according to Article 29 § 1 (a) of the Staff regulations must be established permanent officials of the CoR of grades AD9 to AD14. Also eligible are CoR established officials of the AD function group of grade AD8 provided they have at least 2 years of seniority in the grade on closing date for applications.

Candidates applying for this position following Article 29§1 (b) of the Staff regulations must be established permanent officials of the European Union of grades AD9 to AD14.

Each candidate must have at least 10 years of relevant working experience, 5 of which must have been acquired in a position that required team management.

## 5. Selection process

A selection panel will assess the applications received by the deadline. The best eligible applicants will be invited to an interview with a panel composed of the Chair of the Audit Committee, the Vice-Chair of the Audit Committee, the Secretary-General, the Director for Human Resources and Finance and the external expert of the Audit Committee, or their representatives.

The CoR aims for a high degree of diversity in its management team in terms of gender and geographical balance. In line with its commitment in the area of equal opportunities, in case of equal merit, preference will be given to candidates of the underrepresented gender and to candidates which further diversify the geographical balance of CoR management team.

The appointment of the internal auditor is subject to a decision of the CoR Bureau.

## 6. 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.

## 7. 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 27/04/2026 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.