

**VACANCY NOTICE**

**SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION**

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| **Post identification:**(DG-DIR-UNIT) | **OLAF-03** |
| **Head of Unit:****Email address:****Telephone:****Number of available posts:****Suggested taking up duty:****Suggested initial duration:****Place of secondment:** | **Nadine KOLLOCZEK****nadine.kolloczek@ec.europa.eu****+32 229-60149**1**3rd quarter 2021 [[1]](#footnote-1)****2 years1**☒ **Brussels** □ **Luxemburg** □ **Other: ……………..** |
|  | ☒**With allowances** □  **Cost-free** |
| **This vacancy notice is also open to****□    the following EFTA countries : □ Iceland □ Liechtenstein □ Norway □ Switzerland □ EFTA-EEA In-Kind agreement (Iceland, Liechtenstein, Norway)□    the following third countries:□    the following intergovernmental organisations:** |

**1. Nature of the tasks**

The European Anti-Fraud Office (OLAF) is both an independent investigative service and the Directorate General of the European Commission responsible for the design and delivery of anti-fraud policy. The Director General of OLAF has statutory independence in the conducting of investigations into allegations of fraud and other illegal activities with financial and or reputational consequences for the European budget. OLAF’s independent investigation powers cover all EU Institutions and bodies, their staff and their members, as well as economic operators receiving funds from the EU budget both in Member States and in third countries.

The newly established Unit 03, Operational Coordination and Liaison Office, is responsible for centralising all contacts with law enforcement entities (at EU, national and international level). The unit includes the current OLAF Bureau in Luxembourg, the international liaison officers appointed by OLAF, located in EU delegations worldwide and in law enforcement agencies, and the coordination of the operational outreach of OLAF. It is involved in the overarching operational matters of the Office, facilitating OLAF’s investigative work by streamlining its operational procedures, offering training and facilitating the Commission’s work in relation to the EPPO. In particular, the unit ensures the smooth cooperation of OLAF with the European Public Prosecution Office (EPPO), EUROPOL and EUROJUST. It further takes in charge legislative and administrative work related to the implementation of the OLAF Regulation.

The unit is composed of 18 staff members not yet organised into sectors, 1 bureau in Luxembourg, the Europol Liaison Officer and 4 representatives in EU delegations.

OLAF offers an interesting and challenging position for a seconded national expert as lawyer specialized in EU, national and international criminal law. Experience as magistrate, investigative judge or prosecutor would be an asset.

The successful candidate will be part of a dynamic, lively and friendly unit, and his/her work linking also to other law enforcement stakeholders, including to the EPPO, EUROJUST and EUROPOL in relation to OLAF's responsibilities in combating fraud and irregularities affecting the financial interests of the EU, and provide intelligence and support to OLAF's investigations and operations.

**2. Main qualifications**

**a) Eligibility criteria**

The following eligibility criteria must be fulfilled by the candidate in order to be seconded to the Commission. Consequently, the candidate who does not fulfil all of these criteria will be automatically eliminated from the selection process.

• Professional experience: at least three years of professional experience in administrative, legal, scientific, technical, advisory or supervisory functions which are equivalent to those of function group AD;

• Seniority: candidates must have at least one year seniority with their employer, that means having worked for an eligible employer as described in Art. 1 of the SNE decision on a permanent or contract basis for at least one year before the secondment;

• Linguistic skills: thorough knowledge of one of the EU languages and a satisfactory knowledge of another EU language to the extent necessary for the performance of the duties. SNE from a third country must produce evidence of a thorough knowledge of one EU language necessary for the performance of his duties.

**b) Selection criteria**

Diploma

- university degree or

- professional training or professional experience of an equivalent level

 in the field(s) : criminal law, international criminal law, EU criminal law, law enforcement.

Professional experience

Proven experience in law enforcement (administrative or criminal) of at least 2 years.

The seconded national expert must have a strong interest in criminal law, anti-fraud investigations, very good knowledge of investigative procedures and practices and of the EU legal framework in which OLAF operates.

Language(s) necessary for the performance of duties

Excellent knowledge – spoken and written – of English, the working language of the unit, and good knowledge of another EU official language. Knowledge of French and or German would be an asset.

**3. Submission of applications and selection procedure**

Candidates should send their application according to the **Europass CV format** (<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>) in English, French or German **only to the Permanent Representation / Diplomatic Mission to the EU of their country**, which will forward it to the competent services of the Commission within the deadline fixed by the latter.The CV must mention the date of birth and the nationality of the candidate. **Not respecting this procedure or deadlines will automatically invalidate the application.**

Candidates are asked not to add any other documents(such as copy of passport, copy of degrees or certificate of professional experience, etc.). If necessary, these will be requested at a later stage.

Candidates will be informed of the follow-up of their application by the unit concerned.

**4. Conditions of the secondment**

The secondment will be governed by the **Commission Decision C(2008)6866 of 12/11/2008** laying down rules on the secondment to the Commission of national experts and national experts in professional training (SNE Decision).

The SNE will remain employed and remunerated by his/her employer during the secondment. He/she will equally remain covered by the national social security system.

Unless for cost-free SNE, allowances may be granted by the Commission to SNE fulfilling the conditions provided for in Art. 17 of the SNE decision.

During the secondment, SNE are subject to confidentiality, loyalty and absence of conflict of interest obligations, as provided for in Art. 6 and 7 of the SNE Decision.

If any document is inexact, incomplete or missing, the application may be cancelled.

Staff posted in a **European Union Delegation** are required to have a security clearance (up to SECRET UE/EU SECRET level according to Commission Decision (EU, Euratom) 2015/444 of 13 March 2015, OJ L 72, 17.03.2015, p. 53).

The selected candidate has the obligation to launch the vetting procedure before getting the secondment confirmation.

**5. Processing of personal data**

The selection, secondment and termination of the secondment of a national expert requires the Commission (the competent services of DG HR, DG BUDG, PMO and the DG concerned) to process personal data concerning the person to be seconded, under the responsibility of the Head of Unit of DG HR.DDG.B4. The data processing is subject to the SNE Decision as well as the Regulation (EU) 2018/1725.

Data is kept by the competent services for 10 years after the secondment (2 years for not selected or not seconded experts).

You have specific rights as a ‘data subject’ under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or the right to data portability.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given below.

**Contact information**

* **The Data Controller**

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller, HR.DDG.B.4, HR-MAIL-B4@ec.europa.eu.

* **The Data Protection Officer (DPO) of the Commission**

You may contact the Data Protection Officer (DATA-PROTECTION-OFFICER@ec.europa.eu) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

* **The European Data Protection Supervisor (EDPS)**

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

To the attention of candidates from third countries: your personal data can be used for necessary checks.

1. These mentions are given on an indicative basis only (Art.4 of the SNE Decision). [↑](#footnote-ref-1)