

**VACANCY NOTICE**

**SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION**

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| **Post identification:**  (DG-DIR-UNIT) | **OLAF-C-3** |
| **Head of Unit:**  **Email address:**  **Telephone:**  **Number of available posts:**  **Suggested taking up duty:**  **Suggested initial duration:**  **Place of secondment:** | **Konstantinos BOVALIS**  [**Konstantinos.BOVALIS@ec.europa.eu**](mailto:Konstantinos.BOVALIS@ec.europa.eu)  **+32 229-91771**  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**

Unit OLAF/C.3 mission is to develop and operate in close cooperation with the users a secure digital ecosystem that enables OLAF to efficiently run independent investigations, maximise the anti-fraud value of collected data, establish a solid collaboration with key stakeholders and allow the timely exchange of fraud-related information between the competent national and EU administrations.

Unit’s Main responsibilities:

• To develop and implement a digital strategy serving OLAF's policies and operations.

• To provide OLAF and external partners with a state of the art digital forensics function.

• To develop and operate the Anti-Fraud Information System (AFIS) in the area of mutual assistance in customs matters and irregularities management.

• To develop and operate the case management system of OLAF.

• To be the central, reliable source of securely managed data in OLAF.

• To enable knowledge sharing in the area of anti-fraud policy and fraud-prevention within OLAF and beyond by putting in place the necessary digital solutions.

• To provide a state-of-the-art digital and mobile workplace environment fulfilling OLAF staff needs.

The Digital Forensics Sector is one of the unit’s sectors responsible to provide OLAF and external partners with a state of the art digital forensics support.

We propose a position of a Digital Forensic Specialist (DFS) in the Digital Forensics Team. The team is composed of 8 staff who work in close cooperation with OLAF investigators on investigations targeting fraud and corruption to the detriment of the EU budget. The team is often involved in the complex and large scale investigations. As a digital forensic specialist you will be involved in inspection of premises (internal investigations) and on-the-spot checks of economic operators (external investigations) with a view to identify, collect and/or acquire potential evidence from digital devices. You will have to go on mission several times per year in EU Members States as well as in third countries.

**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) : digital forensics.

Professional experience

We are looking for an experienced Digital Forensic Specialist with a technical background in digital forensics and/or computer science. You should have experience with a wide range of forensic methods, such as data carving and live forensics, and tools such as X-ways, FTK, EnCase, Nuix, etc. In particular, you should have experience with the forensic acquisition and examination of data from mobile devices.

You should be able to evaluate the reliability and relevance of information collected from different sources and you should have good drafting skills in English. You should be a team player who enjoys working with people, who is stress resistant and can deliver under sometimes tight deadlines.

Given the nature of the information arriving at OLAF, the post involves also handling of sensitive operational information. A high degree of discretion is therefore a must.

It is considered an advantage if you have:

• professional experience as a digital forensics examiner in support of administrative and/or criminal investigations

• a good understanding of and experience with e-mail analysis and the analysis of "big data"

This is an opportunity to join a dynamic and friendly team.

Language(s) necessary for the performance of duties

Very good command (oral and written) of English. Knowledge of other EU languages is 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](mailto: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](mailto: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](mailto: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)