

**VACANCY NOTICE**

**SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION**

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| **Post identification:**  (DG-DIR-UNIT) | **OLAF-C-4** |
| **Head of Unit:**  **Email address:**  **Telephone:**  **Number of available posts:**  **Suggested taking up duty:**  **Suggested initial duration:**  **Place of secondment:** | **Claire Scharf-Kröner**  [**claire.scharf-kroener@ec.europa.eu**](mailto:claire.scharf-kroener@ec.europa.eu)  **+32 2 29 59581**  **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.4 “Monitoring and Reporting” is seeking to recruit a Seconded National Expert to reinforce its capacity to monitor the follow-up provided to OLAF recommendations (financial, judicial, administrative and disciplinary recommendations) by EU bodies and Member States’ competent authorities, and to liaise with these national authorities and EU bodies, with the aim of achieving a better protection of the European budget.

Unit OLAF.C4 is a young and dynamic unit, created initially as a Task Force on 16 June 2020, and transformed into a regular unit on 16 June 2021. OLAF.C4 is responsible for monitoring the follow-up provided by other Commission services, other EU institutions, bodies and agencies as well as Member States’ competent authorities to OLAF recommendations, which have been issued following the completion of OLAF investigations.

The unit firstly has a coordinating function within the Office: it is placed at the centre of a network composed of the unit’s core members and contributing members from all OLAF Directorates, who invest their expertise on investigations, anti-fraud strategy, analysis and IT. Secondly, in cooperation with the other OLAF units, OLAF.C.4 also acts as OLAF's external contact point on the implementation of OLAF recommendations, in particular for other Commission services, EU institutions, bodies and agencies and EU Member States' authorities. It supports OLAF’s stakeholders by advocating best practices in the implementation of recommendations and is in charge of the applicable internal guidelines and instructions. Finally, OLAF.C.4 is in charge of reporting on OLAF’s investigative results and it assists the OLAF Director-General in discharging his reporting duties to the European Parliament, the Council, the Commission, the Court of Auditors and OLAF’s Supervisory Committee.

We propose an SNE position as Policy/Coordination Officer. He/she will assess information collected on how OLAF recommendations have been implemented, will propose conclusions on the quality of OLAF recommendations and on the follow-up given to them by other services. He/she will liaise with a large range of units within OLAF, with other Commission services, other EU institutions and bodies and competent Member States’ authorities. The SNE will draft, or contribute to, briefings and coordinate reporting on OLAF recommendations and their implementation. He/she will also draft, or contribute to, OLAF monitoring guidelines and drafting instructions for OLAF recommendations.

**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) : Preferably law or economics.

Professional experience

Candidates must be staff members of national administrative, police, or judicial authorities or authorities with administrative and/or criminal investigative powers. Experience relating to the European framework on the protection of the EU financial interests, in relation to irregularities and/or fraud to the detriment of the EU budget would be an asset.

The successful candidate must have excellent analytical, drafting and presentation skills and be a good communicator. Good judgement and the capacity to work effectively - both independently and as part of a team - are required.

The ability to work in a multi-cultural and multi-skilled team is essential. The coordinating function of the unit, which requires liaising with a large range of stakeholders within OLAF, at other Commission services and beyond, makes it essential to be able to work on several files simultaneously, and to have good organisation and prioritisation skills.

Language(s) necessary for the performance of duties

Satisfactory knowledge of English, the working language of the unit, is required both orally and in writing. 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)