



## VACANCY NOTICE

### SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION

<b>Post identification:</b> (DG-DIR-UNIT)	<b>OLAF-A-2</b>
<b>Head of Unit:</b> <b>Email address:</b> <b>Telephone:</b> <b>Number of available posts:</b> <b>Suggested taking up duty:</b> <b>Suggested initial duration:</b> <b>Place of secondment:</b>	<b>Claire SCHARF-KROENER</b> <a href="mailto:claire.scharf-kroener@ec.europa.eu">claire.scharf-kroener@ec.europa.eu</a> +32 2 29 59 581 1 1 <sup>st</sup> quarter 2020 <sup>1</sup> 2 years <sup>1</sup> <input checked="" type="checkbox"/> Brussels <input type="checkbox"/> Luxemburg <input type="checkbox"/> Other: .....
	<input checked="" type="checkbox"/> With allowances <input type="checkbox"/> Cost-free
<b>This vacancy notice is also open to</b>  <input type="checkbox"/> <b>the following EFTA countries :</b> <input type="checkbox"/> Iceland <input type="checkbox"/> Liechtenstein <input type="checkbox"/> Norway <input type="checkbox"/> Switzerland <input type="checkbox"/> EFTA-EEA In-Kind agreement (Iceland, Liechtenstein, Norway) <input type="checkbox"/> <b>the following third countries:</b> <input type="checkbox"/> <b>the following intergovernmental organisations:</b>	

#### 1. Nature of the tasks

Unit OLAF.A.2 is seeking to recruit a Seconded National Expert to reinforce its capacity to investigate allegations of fraud against the EU Budget and to liaise with national authorities in the EU Member States.

Candidates must be staff members of national administrative, police, public prosecution authorities or public authorities with administrative and/or criminal investigative powers, ideally with five (5) years' experience. Experience of investigating and/or prosecuting offences related to the Convention on the protection of the European Communities' financial interests ("PIF offences") and/or fraud and/or corruption would be an asset.

Unit OLAF.A.2 is responsible for carrying out administrative investigations in Member States and third countries in cases of fraud or irregularities against the financial interests of the European Union. These activities mainly involve matters relating to EU expenditures in neighbouring countries and through international organisations. Unit OLAF.A.2 also coordinates enquiries conducted by the competent services of Member States or candidate countries. The unit contributes to the monitoring of recommendations made on the basis of the findings of investigations.

The national expert will participate in OLAF's administrative investigations. Notably, he/she will participate in investigations in Member States and third countries as provided for by Regulation (EU, Euratom) No 883/2013, Regulation 2185/1996 and the Guidelines on Investigation Procedures for OLAF Staff. He/she will also contribute to the co-ordination of enquiries and to the monitoring of recommendations of a judicial and financial nature. These investigative and monitoring responsibilities require maintaining permanent contact with administrative, police and judicial authorities in Members States and candidate countries.

<sup>1</sup> These mentions are given on an indicative basis only (Art.4 of the SNE Decision).

## 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) : law or economics.

#### **Professional experience**

The national expert should have a solid background and proven professional experience (ideally 5 years or more) in an Anti-Fraud Coordination Service (AFCOS) or in a national administration responsible for police or judicial investigations. Experience in relation to irregularities and/or fraud to the detriment of the EU budget and proven experience in assisting OLAF would be an asset.

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

A good knowledge of general IT applications (Word, Excel, PowerPoint, etc.) and the readiness to work with specific IT tools used in OLAF, especially those geared towards the management of operational cases, is essential.

The ability to work within a multicultural and multi-skilled team is essential.

#### **Language(s) necessary for the performance of duties**

Fluent English, the working language of the unit, is required. A very good knowledge of additional languages 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.B4, [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.