

**VACANCY NOTICE**

**SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION**

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| **Post identification:**(DG-DIR-UNIT) | **OLAF-C-1** |
| **Head of Unit:****Email address:****Telephone:****Number of available posts:****Suggested taking up duty:****Suggested initial duration:****Place of secondment:** | **Charlotte ARWIDI****charlotte.arwidi@ec.europa.eu****+32 229-87797**1**1st quarter 2022 [[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 C.1 develops, coordinates and oversees the implementation of the Commission Anti-Fraud Strategy, and enables fact-based, targeted action against fraud and corruption across the EU through its strategic analysis function. The unit thereby reinforces the EU’s efforts to fight fraud and corruption to the benefit of all parts of OLAF, other Commission services and EU institutions, Member States, relevant organisations worldwide – our partners – and EU citizens.

We do this by: •

* Addressing all phases of the anti-fraud cycle, from prevention of fraud and corruption, through detection and investigation, to correction and follow-up; •
* Building on and contributing to all parts of OLAF’s work, including detection, investigations, monitoring and policy; •
* Cooperating closely across the Office, beyond organisational boundaries and with our partners, providing expertise, advice and in-depth strategic and risk analysis; •
* Making use of qualitative and quantitative data from our partners, including information from OCM, OLAF’s Case Management System, and from IMS, the European Irregularities Management System which we run; •
* Coordinating OLAF’s cooperation with other Commission services, EU institutions and bodies in the framework of the Early Detection and Exclusion System, EDES, notably by providing information and advice to the EDES panel; •
* Delivering each year the Commission’s PIF Report on the Protection of the EU’s Financial Interests, giving the state of the European anti-fraud landscape.

These functions are reflected in the Unit’s structure, which is composed of two sectors, dealing, respectively with “strategic analysis” and “anti-fraud strategy”.

We propose a SNE position as a strategic analyst in the area of expenditure and anti-corruption. A total of 5 staff members work in the “strategic analysis team”. As strategic analyst in OLAF, the SNE will research and analyse data from various sources (e.g. data reported via the Irregularity Management System (IMS) – managed by the Unit - by the Member States authorities on detected irregularities and fraud, Commission reports, open sources, etc.), apply critical thinking and logic to interpret findings, and produce strategic analysis reports to support anti-fraud policies.

In addition, the SNE will be involved in the design and development of a new version of the IMS, to strengthen the usability of its data and to enhance its interoperability with other IT tools and databases.

**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) : strategic intelligence and analysis.

Professional experience

Experience in the area of strategic intelligence and analysis. Research and analysis capacity of qualitative and quantitative information and data. Technical skills (good command of excel and other data visualization tools) and Open Sources Intelligence skills (OSINT) relevant to intelligence gathering and analysis. Professional experience in the field of anti-fraud would be an advantage.

Excellent analytical, drafting, oral and written communication skills. Strong inter-personal skills in a multi-cultural environment, including the ability to work with various teams and to coordinate efficiently both inside OLAF and with other Commission services. Ability to work in a proactive and autonomous way.

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.

* **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)