

**VACANCY NOTICE**

**SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION**

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| **Post identification:**(DG-DIR-UNIT) | **OLAF-B-1** |
| **Head of Unit:****Email address:****Telephone:****Number of available posts:****Suggested taking up duty:****Suggested initial duration:****Place of secondment:** | **Lara DOBINSON****lara.dobinson@ec.europa.eu****+32 2 296 42 76**1**4th quarter 2020 [[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 investigative service and the Commission service responsible for the design and delivery of EU anti-fraud policy. The present vacancy concerns a position in OLAF's Directorate responsible for Revenue and International Operations, Investigations & Strategy (Directorate B).

The mission of OLAF is threefold:

* to protect the financial interests of the European Union by investigating fraud, corruption and any other illegal activities;
* to detect and investigate serious matters relating to the discharge of professional duties by members and staff of the EU institutions and bodies that could result in disciplinary or criminal proceedings;
* to support the European Commission in the development and implementation of fraud prevention and detection policies.

Within its policy area, the Office acts in the same manner as any other Commission Service, designing and delivering policies within its area of competence. Conversely, for investigations, the Director-General of OLAF has statutory independence to conduct investigations into allegations of fraud and other illegal activities with financial consequences for the European budget.

Unit B.1 'Customs, Trade and Tobacco Anti-Fraud Strategy' is a central pillar of OLAF's Directorate responsible for Revenue and International Operations, Investigations & Strategy. The mission of Unit B.1 is to provide a strategy to fight customs fraud and the illicit trade of goods affecting health or the environment, including tobacco products and counterfeit goods. To this effect, it provides support to OLAF investigators, Member State customs authorities and cooperates with Commission Services, other competent authorities including non-EU countries and relevant international organisations.

The Unit provides strategic support to investigations and implements Joint Customs Operations with relevant national, European and international entities. It also provides analytical services to Member State customs authorities and OLAF investigators and contributes to or initiate legislative initiatives in the revenue area at EU level (including Regulation 515/97). Moreover, the Unit develops and implements an antifraud strategy, negotiates mutual administrative assistance and antifraud measures in international agreements, and develops specific initiatives targeting the illicit tobacco trade. The Unit is also responsible for the policy development of various applications of a dedicated IT platform, the Anti-Fraud Information System (AFIS). The Unit is currently strengthening its activities in the area of data analysis.

Unit OLAF.B.1 is composed of 17 members. The SNE should contribute to the:

1. implementation of new initiatives according to OLAF's role and competences in the customs strategy and mutual assistance domain;
2. development of new approaches for data analysis in the area of customs, trade and tobacco anti-fraud.

**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) : of customs or data analysis.

Professional experience

We are looking for a dynamic, pro-active and highly motivated customs officer with relevant professional experience.

Apart from a solid general customs background, it is essential that he/she can demonstrate comprehensive operational experience with the analysis of customs data. Familiarity with relevant databases and IT tools would be highly desirable (familiarity with one or several AFIS applications). Practical working experiences in mutual assistance and anti-fraud activities including strategic issues would be welcome.

Knowledge and experience with customs strategy and legal issues would be an additional advantage, as would be previous experience in working in a European or international environment.

Language(s) necessary for the performance of duties

The Unit works mainly in English therefore a good capacity to write and speak English is essential. Additional knowledge of the Commission's two other working languages (FR and DE) or any other relevant language 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)