



## **MAKE A DIFFERENCE – JOIN THE EUROPEAN COMMISSION**

Do you want to help shape the future of the European Union? Make the planet greener, promote a fairer society, or support businesses and innovation across the EU? Then come and work for the European Commission where you can really make a difference!

Commission staff are a diverse group of people, who are motivated to help make Europe – and the world – a better place. They come from the 27 Member States of the European Union. Different nationalities, languages and cultures make the Commission a vibrant and inclusive working place.

### **WE OFFER ATTRACTIVE WORKING CONDITIONS AND MUCH MORE:**

- Interesting and challenging positions with plenty of opportunities for training and acquiring new skills and competencies over your whole career;
- Opportunities to try several areas of work throughout your career;
- Flexible working conditions and the possibility of teleworking – we care about your work-life balance;
- A competitive financial package, including comprehensive sickness, accident and pension schemes;
- Multilingual schools for your kids;
- We are also proud to be an equal opportunity employer and promote diversity and inclusion.

### **We recruit from a wide range of backgrounds:**

We are not only recruiting political scientists and lawyers but also looking for all kinds of profiles, including natural scientists, linguists and economists, as well as drivers and engineers.

For more information [ec.europa.eu/work-with-us](https://ec.europa.eu/work-with-us).



## STAFF RECRUITED ON CONTRACTS

In addition to permanent officials, the European Commission often recruits non-permanent staff. There are two categories of non-permanent staff:

- [temporary agents](#) are recruited to fill vacant positions for a set amount of time or to perform highly specialised tasks.
- [contract agents](#) may provide additional capacity in specialised fields where an insufficient number of officials is available or carry out a number of administrative or manual tasks. They are generally recruited for fixed-term contracts (maximum 6 years in any EU Institution), but in some cases they can be offered contracts for an indefinite duration (in offices, agencies, delegations or representations).

For more information on different [staff categories](#).



# LEGAL OFFICER – EVALUATION OFFICER

## DG PMO of the European Commission

**Selection reference: PMO.SUPCOM/COM/2024/2253**

**Domain\*:** Anti-Fraud

**Where:** Unit PMO.SUPCOM - „Secretariat of the Supervisory Committee of OLAF“, Brussels

**Staff category and Function Group:** Temporary agent 2b/2d - Administrator

**Grade:** AD 5- AD 8

**Publication deadline:** 09.12.2024 - 12.00 (Brussels time)

### WE ARE

The Supervisory Committee of OLAF was established to reinforce and guarantee OLAF's independence by regularly monitoring the implementation of OLAF's investigative function. The Supervisory Committee delivers opinions to the OLAF Director General at the request of the Director or on its own initiative concerning OLAF's activities without, however, interfering with the conduct of on-going investigations.

The Committee is composed of five independent members, appointed by common accord of the European Parliament, the Council, and the Commission, having experience in senior judicial or investigative functions or comparable functions relating to the areas of activity of OLAF. The Committee holds at least 10 (monthly) meetings per year. The Secretariat is provided by the Commission, in close cooperation with the Supervisory Committee. The Secretariat acts on the instructions of the Supervisory Committee and independently from any government or any institution, body, office, or agency relating to the exercise of the monitoring functions of the Supervisory Committee. The personnel of the Secretariat work under the management and supervision of the Head of the Secretariat.

Following the amendment of OLAF Regulation 883/2013 by Regulation 2020/2223, a Controller of procedural guarantees is now administratively attached to the Supervisory Committee. The Controller deals with complaints regarding OLAF's compliance with procedural guarantees, infringements of procedural requirements and fundamental rights. The Controller exercises its function in complete independence, including from OLAF and from the Supervisory Committee. The Secretariat of the Supervisory Committee provides the Controller with all necessary legal support.

### WE PROPOSE

Unit of PMO.SUPCOM is seeking to hire one legal/case officer.

The work consists essentially in preparing, under the supervision of the Head of the Secretariat, the Supervisory Committee's monitoring position on OLAF's independent investigative function. That involves drafting Opinions (including the Annual Activity Report) in close cooperation with the Rapporteur(s), members of the Supervisory Committee assigned for each Opinion. The work



involves carrying out a comprehensive and thorough analysis of OLAF's investigative activities which fall under the regular monitoring tasks of the Supervisory Committee. The work also involves close cooperation with the members of the Supervisory Committee, active preparation in the monthly plenary meetings held by the Supervisory Committee and regular meetings with OLAF staff.

The position also involves being able to handle, under Article 9b of the OLAF Regulation, complaints submitted to the Controller for procedural guarantees against OLAF for breach of the applicable procedural guarantees and any other alleged irregularity committed during an OLAF investigation.

The work is driven by a forward-looking supervisory framework, offering rewards in terms of a large scope for professional and personal development, and the possibility to gain significant experience and valuable insight into the particular aspects of a supervisory entity and a complaints mechanism. Members of the Secretariat are expected to maintain excellent working relation with the members of the Supervisory Committee, OLAF, and the Controller. Given the sensitive aspects of the area of work involved, maintaining the highest possible professional standards, absolute discretion and strict confidentiality are essential requirements for members of the Secretariat. In exchange, the Secretariat offers a working environment that strives to maintain the best possible work-life balance.

Please be aware that the selection panel will be organised few days after the closure of the vacancy.

## **WE LOOK FOR**

We are looking for a legal/case officer - with at least 1 year of appropriate professional experience.

The successful candidate should have a university degree, preferably in Law. The candidate should be able to work autonomously and therefore be result-oriented, capable of defining priorities and delivering results within often short deadlines. She/he must be able to work in a truly supportive working environment vis-à-vis the colleagues of the Secretariat, the members of the Supervisory Committee, and the Controller of Procedural Guarantees. Previous knowledge and experience in investigations and/or complaints handling would be an advantage.

Candidates should have very good drafting skills and be able to deal with complaints within strict legal deadlines. The ability to draft in English is essential.

We look for candidates with the ability to analyse data and trends in investigative patterns and practices, and deal with antifraud enforcement, procedural and administrative issues from a pragmatic perspective. Candidates should therefore have a good knowledge of EU anti-fraud policies and EU administrative law. Knowledge of EU jurisprudence on fundamental rights is an advantage.

The main working language of the Secretariat and of the Supervisory Committee is English. Knowledge of other Community languages is an advantage.



## **HOW TO EXPRESS YOUR INTEREST?**

---

You should send your documents in a single pdf in the following order:

1. your CV      2. motivation letter      3. duly filled in application form.

Please send these documents by the publication deadline to [OLAF-FMB-SUPERVISORY-COMMITTEE@ec.europa.eu](mailto:OLAF-FMB-SUPERVISORY-COMMITTEE@ec.europa.eu)

indicating the selection reference PMO.SUPCOM/COM/2024/2253 in the subject.

**No applications will be accepted after the publication deadline.**



## ANNEX

### 1. Selection

#### ➤ Am I eligible to apply?

#### **You must meet the following eligibility criteria when you validate your application:**

Our rules provide that you can only be recruited as a temporary agent at the European Commission if you:

##### General criteria:

- Are a citizen of a Member State of the EU and enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by applicable laws concerning military service;
- Are physically fit to perform the duties linked to the post;
- Produce the appropriate character references as to suitability for the performance of the duties.

##### Qualifications:

In order to be recruited in this position, you must have at least a level of education which corresponds to completed university studies of at least 3 years attested by a diploma.

Only qualifications issued or recognised as equivalent by EU Member State authorities (e.g. by the Ministry of Education) will be accepted. Furthermore, before recruitment, you will be required to provide the documents that corroborate the eligibility criteria (diplomas, certificates and other supporting documents).

##### Languages:

- have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU<sup>1</sup>
- AND a satisfactory knowledge (minimum level B2) of a second official language of the EU, to the extent necessary for the performance of the duties.

---

<sup>1</sup> The official languages of the European Union are: BG (Bulgarian), CS (Czech), DA (Danish), DE (German), EL (Greek), EN (English), ES (Spanish), ET (Estonian), FI (Finnish), FR (French), GA (Irish), HR (Croatian), HU (Hungarian), IT (Italian), LT (Lithuanian), LV (Latvian), MT (Maltese), NL (Dutch), PL (Polish), PT (Portuguese), RO (Romanian), SK (Slovak), SL (Slovenian), SV (Swedish).



### ➤ **What about the selection steps?**

The post was published internally within the Commission, inter-institutionally, and brought to the attention of competition laureates.

In accordance with Article 29 of the Staff Regulations, applications from Commission officials, officials from other Institutions, and laureates of competitions have priority. Only in the case that no suitable candidate can be found from the afore-mentioned categories this vacancy notice is published and is open to other applicants<sup>2</sup>.

The selection panel will choose a limited number of candidates for interview, based on the CV and motivation letter that they submitted. Due to the large volume of applications, we may receive, **only candidates selected for the next step of the selection phase will be notified.**

For operational reasons and in order to complete the selection procedure as quickly as possible in the interest of the candidates and of the institution, the selection procedure will be carried out in English and possibly in a second official language.

## **2. Recruitment**

The candidate selected for recruitment will be requested to supply documentary evidence in support of the statements made in their application.

The successful candidate will be required to undergo a mandatory pre-recruitment medical check-up, carried out by the Commission.

### ➤ **Type of contract and working conditions**

The place of employment will be in **Brussels**.

In case the successful candidate is an external candidate, s/he will be engaged as a **temporary agent under Article 2(b)/2(d) of the [Conditions of Employment of Other Servants](#), in function group AD.**

The recruitment grade, as well as the step in that grade, will be defined on the basis of the duration of the candidates' previous appropriate professional experience, in accordance with [Commission Decision C\(2013\)8970](#) laying down the criteria applicable to classification in step on engagement.

---

<sup>2</sup> Officials from the Commission or other Institutions are invited to use the standard channels (Sysper or inter-institutional vacancy portal).



The duration of the **1<sup>st</sup> contract will be of 1 to 3 years**. The contract might then be extended only once for a maximum of 2 years and in the interest of service. The duration of the extension will be defined according to the General Implementation Rules in force at that moment, in accordance with [Commission Decision C\(2013\)9049](#) on policies for the engagement and use of temporary agents.

All new staff have to successfully complete a 9-month probationary period.

The pay of staff members consists of a basic salary supplemented with specific allowances, including, where applicable, expatriation and family allowances. The provisions guiding the calculation of these allowances can be consulted in the Conditions of Employment of Other Servants. As a member of staff of the European institutions, your pay is subject to a tax raised by those institutions.

The European Commission applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations.

Should you need further information on working conditions, please refer to [Working conditions and benefits of EU Careers](#).

For information related to Data Protection, please see the [Specific Privacy Statement](#) under “7. Information to data subjects on their rights”, to find your rights and how to exercise them in addition to the privacy statement, which summarises the processing of your data.