



## European Commission

**Vacancy notice COM/2025/923 (Status: Published)**

### **HEAD OF UNIT - HEAD OF THE SUPERVISORY COMMITTEE SECRETARIAT (AD13/AD14)**

SUPCOM Secretariat of the OLAF Supervisory Committee

BRUSSELS(Belgium)

COM number: COM/2025/923

Publication: from 29/04/2025 to 14/05/2025 until 12.00 hours  
noon Brussels time

Vacancy open to candidates from other institutions: yes

Vacancy open to candidates from EPSO reserve list: no

### **Job Properties**

Job ID:	300111
Job available from:	01/03/2025
Management job:	yes
Budget:	Administration
Security clearance required:	yes

### **We are**

The Supervisory Committee of OLAF reinforces the independence of OLAF by regularly monitoring the execution of the investigative function and assists the Director General of OLAF in carrying out his tasks. It is composed of five high level experts working independently from the Commission. They are appointed by common agreement of the European Parliament, the Council and the Commission. The working language of the Committee is English.

The Secretariat of the Supervisory Committee is provided by the Commission in close consultation with the Committee. The Secretariat is attached to the PMO.

The Secretariat acts on the instructions of the Supervisory Committee and ensures, in complete independence, the regular functioning of the Committee's work. It contributes to the effective execution of the tasks assigned to the Committee with a view to strengthening the independence of OLAF. The Secretariat works independently under the direction of the Chair of the Committee and its Members, the Head of Secretariat reports to the Chair of the Committee. The members of the Secretariat work under the supervision of the Head of Secretariat.

Following the amendment of OLAF Regulation 883/2013 by Regulation 2020/2223, a Controller of Procedural Guarantees is 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.

Specific administrative arrangements for the Secretariat of the Supervisory Committee of OLAF (including provisions on the reassignment of the officials concerned) were laid down by the College on 22 February 2017 (PV(2017) 2201, point 2.5).

Designated members of the Supervisory Committee of OLAF and the Controller of procedural guarantees will act as observers in the selection procedure.

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The unit is located in Brussels and is composed of 8 staff members of which 6 ADs, 1 AST, 1 AST/SC.

### **We propose**

We propose a function of Head of Secretariat of the Supervisory Committee of OLAF.

Middle managers play a main role when it comes to the effective delivery of the Commission's political priorities.

The selected candidate will, in particular, perform the following tasks:

- Ensure the administrative and budgetary management of the Committee and the Secretariat.
- Support the Members of the Supervisory Committee in monitoring the operational activity of OLAF and in strengthening the operational independence of OLAF by providing advice and recommendations to the Director-General of OLAF, including on the application of procedural safeguards, the resources needed by OLAF to carry out its investigative function, on OLAF's investigative priorities and the duration of investigations.
- Support the Members of the Supervisory Committee in adopting at least one activity report per year and in preparing the annual exchange of views between the European Parliament, the Council and the Commission with the Director General of OLAF.
- Provide legal support to the Controller of Procedural Guarantees in handling, under Article 9b of the OLAF Regulation, complaints submitted by persons concerned against OLAF for breach of the applicable procedural guarantees and any other alleged irregularity committed during an OLAF investigation.
- Contribute to maintaining excellent working relations among the Secretariat and the Members of the Committee, the Controller of Procedural Guarantees as well as between the secretariat and OLAF.
- Represent the Supervisory Committee's and the Controller of Procedural Guarantees' rights where appropriate and maintain productive working relationships with the Members of the Supervisory Committee, the Controller of Procedural Guarantees and OLAF.
- Act with openness, fairness, and integrity while leading and managing the Secretariat staff effectively to foster motivation and support them in achieving their full potential.

### **We look for**

#### **Personal Qualities**

- A structured, analytical and critical mind.
- Excellent oral and written communication skills enabling efficient and clear communication of complex subjects with both the Members of the Supervisory Committee and team members. Ability to adapt communication styles to steer discussions effectively and achieve optimal results.

#### **Specialist skills and experience**

- A good understanding of the role and tasks of the Committee and of the Controller of Procedural Guarantees under the complaints mechanism (Article 9(b) of the OLAF Regulation).
- A solid experience of working in the European institutions.
- A solid legal background with an excellent knowledge and understanding of the legal framework, EU administrative law and fundamental rights.
- Experience in drafting high-level reports, policy recommendations, and briefings for senior stakeholders and experience in negotiations, diplomacy, and interinstitutional coordination will be considered as an advantage.
- A good understanding of the Commission's antifraud policies and their implementation.

#### **Management skills**

- Excellent ability to communicate clearly and present complex subject matters simply, both orally and in writing, including to the members of the team.
- A user-oriented approach to provide simultaneously legal support to different parties.
- Excellent ability to adapt communication styles to steer discussions effectively and constructively and to generate the best possible results.
- Proven experience in leading and managing teams, fostering a collaborative and high-performance work environment.
- Proven ability to manage high workload and tight deadlines and deal with sensitive and confidential issues.

### **Recruitment policy**

The Commission applies an equal opportunities policy. With a view to promoting gender balance in management functions, the

Commission would particularly welcome applications from women.

Applicants should include a letter of motivation with their application and are invited to check the eligibility criteria for middle management positions as described in Commission Decision C(2016) 3288 adopted on 15/06/2016.

Based on this decision, you may apply to a function corresponding to the type of post Head of Unit or equivalent at level AD13/AD14 if you meet the following eligibility criteria on the closing date for the receipt of applications:

- be an established official;
- be in grade AD13 or AD14; or
- for Commission officials only: be in grade AD12 and have a seniority of at least two years in that grade (article 45 § 1 of the Staff Regulations);
- have at least two years of experience in a middle management function in the Institutions;
- possess the qualifications specified in the vacancy notice.

Selected officials in grades AD13/AD14 are appointed in their grade (by way of transfer). Selected officials in grade AD12 are promoted to grade AD13. However, an appointment by way of promotion is not possible for candidates from other Institutions.

For officials working in another Institution than the Commission, a certificate confirming function group, grade and status as an official must be provided.

In conformity with the Commission's middle management Decision C(2016) 3288 applicants invited to the interview with the Director-General and the Rapporteur for the procedure shall take part in an assessment centre, even if they are already occupying a middle management function or did so in the past. This does not apply if they have already taken part in such an assessment centre in the course of the 2 years preceding the closing date for the receipt of applications. If an applicant has taken part in an assessment centre within this two-year period, but not within the 18 months preceding the closing date for the receipt of applications, the applicant may request to be admitted to the assessment centre.

Without prejudice to the selection criteria, the successful candidate needs to possess the generic managerial skills set out in the Annex to the Commission middle management decision (C(2016)3288) and as further developed in the competency framework for middle managers <https://myintracomm.ec.europa.eu/staff/Documents/talent-management/managers/Middle%20managers/competency-framework-middle-managers.pdf> This general managerial aptitude will be tested through participation in an assessment centre and taken into account in the final selection.

The selected candidate should hold, or be in the position to obtain, a valid security clearance certificate from his/her national security authority. A personal security clearance is an administrative decision following completion of a security screening conducted by the individual's competent national security authority in accordance with applicable national security laws and regulations, and certifying that an individual may be allowed to access classified information up to a specified level. (Note that the necessary procedure for obtaining a security clearance can be initiated on request of the employer only, and not by the individual candidate).

Until the personal security clearance has been granted by the Member State concerned and the clearance procedure completed with the legally required briefing from the European Commission's Security Directorate, the candidate will not be able to access EU Classified Information (EUCI) at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or above, nor attend any meetings at which such EUCI is discussed.

For information related to Data Protection, please see the Specific Privacy Statement.

<https://myintracomm.ec.europa.eu/staff/EN/technical-assistance/Pages/sysper-privacy-statements.aspx>

## Contacts

Name	Phone number	Email
Christian LEVASSEUR	(32)22965580	Christian.Levasseur@ec.europa.eu

### How to apply

Apply for this Job' button - Vacancies in your institution

Officials with access to Sysper have to apply to this published vacancy notice in their own institution using the 'Apply for this job' button. This includes former Commission officials who have been transferred to the European External Action Service and would like to apply to this published vacancy notice in the Commission.

In case of a published vacancy notice in an Executive Agency, any statutory staff already working in an Executive Agency with access to Sysper may apply through Sysper to that specific vacancy notice.

Once Sysper has correctly registered your application, you will receive an automatic e-mail notification. If you do not receive this e-mail notification, this means that your application via Sysper was not successful and you will need to try again. Your application has to be submitted before the expiry of the application deadline. Therefore, we advise you to upload your application in Sysper sufficiently in advance (modifications are possible until the expiry of the deadline).

Applications via e-mail

In case of technical problems with Sysper or for candidates from other institutions, including former GSC officials transferred to the EEAS or for EPSO laureates, applications can be submitted within the deadline via the e-mail address indicated below.

The CV and the motivation letter attached to the email must be in PDF format (maximum size of 2MB per document). Any other documents you wish to attach (e.g. references, certificates, etc.) must be merged into one single PDF document (maximum size of 2MB).

This email address is linked to a functional mailbox and can only process messages with the "Normal" sensitivity option; emails sent with other Sensitivity Options (e.g. "Personal", "Private", "Confidential" or encrypted mails) cannot be processed. Please therefore select the "Normal" sensitivity option.

HR-MM-VACANCIES@ec.europa.eu

### Closing date

The closing date for registration is 14/05/2025. Registration will not be possible after 12:00 noon Brussels time.

### Eligibility criteria and other important information

<https://myintracomm.ec.europa.eu/staff/EN/talent-management/managers/Pages/management-posts.aspx>