



## European Commission

Vacancy notice COM/2022/3379 (Status: Published)

### LEGAL OFFICER - EVALUATION OFFICER (AD5/AD12)

SUPCOM Secretariat of the OLAF Supervisory Committee

BRUSSELS(Belgium)

COM number: COM/2022/3379

Publication: from 15/12/2022 to 20/01/2023 until 12.00 hours  
noon Brussels time

Vacancy open to candidates from other institutions: yes

Vacancy open to candidates from EPSO reserve list: yes

### Job Properties

Job ID:	143196
Job available from:	01/03/2023
Management job:	no
Budget:	Administration
Security clearance required:	no

### We are

OLAF's Supervisory Committee 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 her 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

A position as a 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

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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 and offers 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**

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 anti-fraud 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.

### **Recruitment policy**

Officials with a type of post of the person "Administrator" (AD5-AD7) or "Principal Administrator" (AD8-AD12) can apply for this job.

Officials whose type of post of the person is:

- "Senior Administrator in transition" (AD14) or
- "Principal Administrator in transition" (AD13),

can show their interest for this job. In case of selection, they will be transferred in the interest of the service. This transfer in the interest of the service will not modify the type of post of the person.

- 'Head of Unit' (AD9-AD12) can also apply. If selected, the official with this type of post of the person accepts to opt out and to be reassigned to a non-management post under the supervision of a head of unit.

In the case of inter-institutional mobility, only officials in the function group AD in grades AD5 to AD12 can apply for this job.

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

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

<https://ec.europa.eu/dpo-register/detail/DPR-EC-01029>

## Contacts

Name	Phone number	Email
Lambros PAPADIAS	(32)22955218	Lambros.PAPADIAS@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 who are applying for a vacancy notice published in the GSC, 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-BXL-Officials-TA-PMO@ec.europa.eu

## Closing date

The closing date for registration is 20/01/2023. 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/recruitment/Pages/recruitment.aspx?ln=en>



## EUROPEAN COMMISSION

Job Description Form

Job description version6 (*Active*)  
Job description version 143196 in *SUPCOM*  
Valid from 15/01/2021 until

### Job Profile

#### **Position**

ADMINISTRATOR

#### **Job title**

Legal Officer - Evaluation Officer

#### **Domains**

**Generic domain**

ANTI-FRAUD

**Intermediate domain**

**Specific domain**

LEGAL ANALYSIS, ADVICE and ASSISTANCE

#### **Job Family**

Legal and Compliance

#### **Sensitive job**

No

#### **Overall purpose**

Contribuer à l'efficacité du travail du Comité de Surveillance de l'OLAF par la formulation, la communication et la mise en œuvre de conseils destinés à renforcer l'indépendance de l'OLAF et pour le contrôle de la fonction d'enquête. Travailler en qualité de membre du secrétariat du Comité de Surveillance de l'Office européen de Lutte anti-fraude. Apporter au Comité de Surveillance son expertise dans le domaine du contrôle des enquêtes conduites par OLAF. Apporter au Comité de Surveillance son expertise dans le domaine des droits des personnes sous enquête. Assister le Contrôleur des garanties de procédure dans la gestion et le traitement des plaintes soumises contre l'OLAF.

Assister le Chef d'Unité dans le cadre des différentes tâches dévolues par le Règlement de l'OLAF au Comité de Surveillance et au Contrôleur des garanties de procédure.

## Functions and duties

### + LEGAL ANALYSIS, ADVICE and ASSISTANCE

- Analyser et rédiger des notes de synthèse, des documents et/ou des briefings sur des questions juridiques relatives aux tâches du comité de surveillance de l'OLAF et le contrôleur des garanties de procédure.
- Suivi des affaires portées devant la Cour de justice.
- Analyser, évaluer et suivre la jurisprudence de la Cour de justice et les avis du Médiateur concernant l'OLAF.
- Analyser les rapports de cas de l'OLAF et les documents s'y rapportant dans le but d'évaluer la durée des enquêtes et le respect des droits fondamentaux et des garanties procédurales.

### + LEGAL ANALYSIS, ADVICE and ASSISTANCE

- Préparer des réponses aux demandes d'avis et/ou d'interprétation juridique en support à la préparation et à la mise en œuvre de la législation de l'UE.
- Conseiller le chef du secrétariat et les membres du comité de surveillance sur la validité et la conformité des procédures aux règles et règlements en vigueur.
- Préparer et/ou rédiger des briefings, des discours et/ou des speaking notes dans le domaine politique spécifique et les questions relatives à ce domaine.
- Préparer des projets d'avis du comité de surveillance concernant les activités d'enquête de l'OLAF.
- Fournir des informations sur la jurisprudence de la Cour de justice de l'UE relative aux activités de l'OLAF.
- Traiter des plaintes soumises au contrôleur des garanties de procédure, dans les délais prévus par le règlement OLAF, et préparer les projets de décision et de recommandation sous la direction du Chef de Secrétariat.

### + LEGAL ANALYSIS, ADVICE and ASSISTANCE

- Préparer, organiser et mener des contrôles des dossiers d'enquêtes de l'Office à la demande du chef d'unité.
- Participer à des activités de contrôle organisées à la demande du Comité par le chef du secrétariat.
- Elaborer des rapports contrôle des dossiers analysés.
- Veiller à ce que les recommandations tirées des enquêtes, des inspections et/ou des contrôles soient clairement rapportées au Comité afin que leur mise en œuvre ou que leur suivi soit correctement assuré.

### + BUSINESS MANAGEMENT and PLANNING

- Préparer les réunions du Comité et participer à l'élaboration de l'ordre du jour. Assister les membres au cours de la réunion.
- Assister les rapporteurs du Comité de surveillance dans l'élaboration de leurs rapports et présentations.
- Participer à la conception et à la rédaction des avis et des rapports du comité de surveillance et du contrôleur des garanties de procédure y compris leur rapport annuel d'activités respectif.

## Job requirements

### Experience"

### + LAW, AUDIT, CONTROL and INSPECTION, LEGAL OFFENSE, CRIMINOLOGY and FORENSICS, INVESTIGATION, COMPLIANCE and INFRINGEMENT HANDLING, ANTI-FRAUD

Job-Related experience: at least 3 years

Qualifier: an advantage

### Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	B2	B2	B1	B1	B2
English	C2	C2	C2	C2	C2

## **Knowledge**

- POLICY
- LAW
  - PROCEDURAL LAW
    - EU procedural law
    - Principles of Community and international law
  - LEGISLATIVE WORK
    - Preparation and adoption of legislative proposals and other acts
  - LEGAL ANALYSIS, ADVICE and ASSISTANCE
    - Legal analysis
    - Interpretation of legal texts
- ANTI-FRAUD
  - ANTI-FRAUD INVESTIGATION and PROCEDURES
    - Legislation and procedures
- INVESTIGATION, COMPLIANCE and INFRINGEMENT HANDLING
  - Complaints and requests handling
- AUDIT, CONTROL and INSPECTION
  - INTERNAL CONTROL
    - Control rules and procedures
- PROGRAM / PROCESS / PROJECT MANAGEMENT
  - PROJECT MANAGEMENT
    - Project monitoring methods and techniques
- INFORMATION and DOCUMENT MANAGEMENT
  - MAIL HANDLING
    - Mail processing and distribution
- INFORMATION and COMMUNICATION TECHNOLOGIES
- INSTITUTION-LEVEL COORDINATION and CONSULTATION
  - INTER-SERVICE COORDINATION and CONSULTATION
    - Inter-service consultations and their procedures
- INSTITUTION STRUCTURES and ORGANISATIONAL DEVELOPMENT
  - EU INSTITUTIONS, incl STRUCTURES and FUNCTIONS
    - Mandate and working modalities of relevant working groups, committees and / or task forces
    - Decision-making procedures in the EU institutions
- INTER-INSTITUTIONAL RELATIONS
  - Administrative rules and procedures of the institutions of the European Communities
  - Committee meetings in EU Institutions
  - Handling and follow-up of replies to parliamentary questions

## Competences

- *Analysing and Problem Solving*  
*Ability to conceptualise problems, identify and implement solutions*  
*Capacity to analyse and structure information*
- *Communicating*  
*Ability to communicate in meetings*  
*Ability to understand and be understood*  
*Capacity to communicate technical or specialised information*  
*Drafting skills*
- *Delivering Quality and Results*  
*Ability to work in a proactive and autonomous way*  
*Capacity to act upon problems*
- *Learning and Development*  
*Flexibility (openness towards new demands, etc.)*
- *Prioritising and Organising*  
*Capacity to deliver in a structured way*  
*Coordination skills*  
*Planning capacity*
- *Resilience*  
*Stress resistance*
- *Working with Others*  
*Ability to work in a team*  
*Confidentiality*

## Job Environment

### Organisational entity

*Presentation of the entity:*

### Job related issues

- Atypical working hours
- Specialised Job

#### Missions

- Frequent, i.e. 2 or more missions / month
- Long duration, i.e. missions lasting more than a week

*Comments:*

### Workplace, health & safety related issues

- Noisy environment
- Physical effort / materials handling
- Work with chemicals / biological materials
- Radioprotection area
- Use of personal protective equipment
- Other

*Comments:*

**Other**

Comments: