



European Commission

Vacancy notice COM/2024/2360 (Status: Published)

LEGAL OFFICER - EVALUATION AND LEGAL ADVICE (AD5/AD12)

SUPCOM Secretariat of the OLAF Supervisory Committee

BRUSSELS(Belgium)

COM number: COM/2024/2360

Publication: from 28/10/2024 to 22/11/2024 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:	175220
Job available from:	
Management job:	no
Budget:	Administration
Security clearance required:	no

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

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 meetings held by the Supervisory Committee and regular meetings with OLAF staff.

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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

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

The European Commission is committed to offering equal opportunities to foster a rich, diverse and inclusive working environment. The European Commission strongly welcomes applications from all qualified candidates and actively seeks to create a workplace where each staff member feels valued and respected, can give their best and develop to their full potential. 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 has 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 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-Bxl-Officials&TA-PMO@ec.europa.eu

Closing date

The closing date for registration is 22/11/2024. 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 version4 (*Active*)
Job description version 175220 in SUPCOM
Valid from 01/02/2016 until

Job Profile

Position

ADMINISTRATOR

Job title

Legal Officer - Evaluation and Legal Advice

Domains

Generic domain

ANTI-FRAUD

Intermediate domain

Specific domain

LEGAL ANALYSIS, ADVICE and ASSISTANCE

Job Family

Legal and Compliance

Sensitive job

No

Overall purpose

Contribue 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. Travaille en qualité de membre du secrétariat du Comité de Surveillance de l'Office européen de Lutte anti-fraude. Apporte au Comité de Surveillance son expertise dans le domaine du contrôle des enquêtes conduites par OLAF. Apporte au Comité de Surveillance son expertise dans le domaine des droits des personnes sous enquête. Assiste le chef d'Unité dans le cadre des différentes tâches dévolues par le Règlement au Comité de Surveillance ou demandées au secrétariat par les membres du Comité.

Functions and duties

+ LEGAL ANALYSIS, ADVICE and ASSISTANCE

- Analyse and draft synthesis notes, documents and / or briefings on legal issues relating to the tasks of the OLAF Supervisory Committee.
- Follow up on cases brought before the Court of Justice.
- Analyse, assess and follow-up the jurisprudence of the Court of Justice and the Ombudsman's opinions in relation to OLAF.
- Analyse OLAF case reports and case-related documents for the purpose of evaluation duration of investigations and of respect for fundamental rights and procedural guarantees.

+ LEGAL ANALYSIS, ADVICE and ASSISTANCE

- Prepare replies to requests for advice and / or legal interpretation in support of the preparation and implementation of EU legislation.
- Provide advice to the Head of Secretariat and the Supervisory Committee Members on the validity and conformity of procedures with the standing rules and regulations.
- Prepare and / or draft briefings, speeches and / or speaking notes on the specific policy domain and issues relating to this area.
- Prepare drafts of the Supervisory Committee's opinions in relation to OLAF investigative activities.
- Provide information on the caselaw of the Court of Justice of the EU related to OLAF activities.

+ AUDIT, CONTROL and INSPECTION

- 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 y inclus notamment le rapport annuel d'activités.

+ INTERNAL CONTROL

- Suivi de l'activité d'enquête notamment sous l'angle de l'indépendance et de l'efficacité des enquêtes ainsi que du respect de la confidentialité
- Analyse et évaluation des enquêtes et cas soumis au Comité et préparation des documents de base pour l'élaboration des avis.

Job requirements

Experience"

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

Job-Related experience: at least 1 year

Qualifier: an advantage

Languages

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

Listening Reading Spoken interaction Spoken production Writing

Knowledge

- **LAW**
 - 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
- **AUDIT, CONTROL and INSPECTION**
 - INTERNAL CONTROL*
Control rules and procedures
Control systems in the Member States / third countries
- **PROGRAM / PROCESS / PROJECT MANAGEMENT**
 - PROJECT MANAGEMENT*
Project monitoring methods and techniques
- **INFORMATION and DOCUMENT MANAGEMENT**
 - MAIL HANDLING*
Mail processing and distribution
- **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*
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
Creativity
- *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
- *Prioritising and Organising*
Capacity to deliver in a structured way
Coordination skills
Planning capacity
- *Working with Others*
Confidentiality
Knowledge sharing
Sociability skills
- *Leadership*
Global vision (360 degrees)

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: