

**VACANCY NOTICE FOR A POST OF SECONDED NATIONAL EXPERT**

DG – Directorate – Unit	OLAF.D.2 – Legal advice
Post number in sysper:	399920
Contact person:	Eleonore VON BARDELEBEN eleonore.von-bardeleben@ec.europa.eu +32 229 56735
Provisional starting date:	3 rd quarter 2025
Initial duration:	2 years
Place of secondment:	<input checked="" type="checkbox"/> Brussels <input checked="" type="checkbox"/> Luxemburg <input type="checkbox"/> Other: the position can be filled either in Brussels or Luxemburg as OLAF D2 has staff members in both locations
Type of secondment	<input checked="" type="radio"/> With allowances <input type="radio"/> Cost-free
This vacancy notice is open to: <input checked="" type="radio"/> EU Member States as well as <input type="checkbox"/> The following EFTA countries: <input type="checkbox"/> Iceland <input type="checkbox"/> Liechtenstein <input type="checkbox"/> Norway <input type="checkbox"/> Switzerland <input type="checkbox"/> The following third countries: <input type="checkbox"/> The following intergovernmental organisations: ... <input type="radio"/> EFTA-EEA In-Kind agreement (Iceland, Liechtenstein, Norway)	
Deadline for applications	<input checked="" type="radio"/> 2 months <input type="radio"/> 1 month Latest application date: 27-01-2025

Entity Presentation (We are)

The mission of the European Anti-Fraud Office (OLAF) is to protect the financial interests of the European Union, to fight fraud, corruption and any other irregular activity, including misconduct within the European institutions, bodies, offices and

agencies. In pursuing this mission in an accountable, transparent and cost-effective manner, OLAF aims to provide a quality service to the citizens of Europe. OLAF achieves its mission by conducting, in full independence, internal and external investigations, in close cooperation with the European Public Prosecutors' Office. It also organises close and regular cooperation between the competent authorities of the Member States in order to coordinate their activities.

Within OLAF, Directorate D "Legal, Resources and Partnerships" provides support to the Office in accomplishing its mission with four Units.

Unit D.2, the "Legal Advice" Unit provides OLAF's management and staff with advice on legal matters, covering all of OLAF's activities. This includes notably OLAF's own powers and prerogatives, legal questions arising from OLAF's investigative and policy activities, as well as staff and administrative issues.

Job Presentation (We propose)

Unit D.2 offers an interesting and challenging position as Legal Officer to a Seconded National Expert (SNE).

The SNE will provide legal support to the Office by contributing to the various areas of work of the Unit. More specifically, the responsibilities of Unit D.2 are to:

- provide legal advice on EU and national law related to OLAF's investigative, operational and policy activities;
- contribute to national and EU court actions in which OLAF's activities are involved;
- draft internal decisions, guidelines and instructions of the Office;
- keep OLAF staff informed of case-law and legislative developments relevant for OLAF's activities, notably through in-house trainings;
- provide legal advice on administrative arrangements of OLAF with EU institutions, bodies, offices and agencies, with partner entities in Member States and third countries, and with international organisations;
- handle complaints concerning OLAF's activities, in particular concerning complaints addressed to the Controller of procedural guarantees, to the European Ombudsman and to the European Data Protection Supervisor;
- prepare answers to requests concerning the protection of personal data and access to documents.

Jobholder Profile (We look for)

We look for an SNE with a university degree in the field of law and a proven experience as a lawyer in a field relevant for OLAF (administrative investigations and/or criminal law linked to the protection of the financial interests of the EU).

The following skills and competences are considered essential:

- Excellent knowledge of EU law and notably of areas of law relevant for the activities of the Office;
- Good analytical capacity, rapid understanding of problems and solid legal drafting capacity;
- Excellent interpersonal skills, argumentation, negotiation and conflict resolution skills;

- A service culture approach (customer service and problem solving) and a proven ability to meet deadlines, follow instructions and work in teams.

Language(s) necessary for the performance of duties

An excellent aptitude both for oral communication and drafting legal documents in English and/or French. Sound knowledge of additional EU languages constitutes an asset.

Eligibility criteria

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).

Under the terms of the SNE Decision, you need to comply with the following eligibility criteria at **the starting date** of the secondment:

- 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: having worked for at least one full year (12 months) with your current employer on a permanent or contract basis.
- Employer: must be a national, regional or local administration or an intergovernmental public organisation (IGO); exceptionally and following a specific derogation, the Commission may accept applications where your employer is a public sector body (e.g., an agency or regulatory institute), university or independent research institute.
- 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. If you come from a third country, you must produce evidence of a thorough knowledge of the EU language necessary for the performance of his duties.

Conditions of secondment

During the full duration of your secondment, you must remain employed and remunerated by your employer and covered by your (national) social security system.

You shall exercise your duties within the Commission under the conditions as set out by aforementioned SNE Decision and be subject to the rules on confidentiality, loyalty and absence of conflict of interest as defined therein.

In case the position is published with allowances, these can only be granted when you fulfil the conditions provided for in Article 17 of the SNE decision.

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](#)). It is up to you to launch the vetting procedure before getting the secondment confirmation.

Submission of applications and selection procedure

If you are interested, please follow the instructions given by your employer on how to apply.

The European Commission **only accepts applications which have been submitted through the Permanent Representation / Diplomatic Mission to the EU of your country, the EFTA Secretariat or through the channel(s) it has specifically agreed to.** Applications received directly from you or your employer will not be taken into consideration.

You should draft your CV in English, French or German using the **Europass CV format** ([Create your Europass CV | Europass](#)). It must mention your nationality(ies).

Please do not 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.

Processing of personal data

The Commission will ensure that candidates' personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament and of the Council ⁽¹⁾. This applies in particular to the confidentiality and security of such data. Before applying, please read the attached privacy statement.

⁽¹⁾ Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39)