



VACANCY NOTICE FOR A POST OF SECONDED NATIONAL EXPERT

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| DG – Directorate – Unit | OLAF-A-4 |
| Post number in sysper: | 343422 |
| Contact person: | Ms. Cvetelina CHOLAKOVA |
| Provisional starting date: | 4th quarter 2024 |
| Initial duration: | 2 years |
| Place of secondment: | <input checked="" type="checkbox"/> Brussels <input type="checkbox"/> Luxemburg <input type="checkbox"/> Other: Click or tap here to enter text. |
| 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 |

Entity Presentation (We are)

The national expert will work in OLAF’s Unit A4 **“Shared Management and Recovery and Resilience Facility II- Operations and Investigations”**, which is responsible for carrying out investigative activities in Austria, Belgium, Estonia, Finland, France, Germany, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Slovenia, Spain, Portugal, in cases of alleged fraud or irregularities against the financial interests of the European Union. These activities mainly involve matters relating to the European Structural and Investment Funds, the EU Agricultural Funds, Recovery and Resilience Facility (RRF) and pre-accession aid in relation to Rural Development. Unit A4 also

coordinates enquiries conducted by the competent services for the Member States. The unit contributes to the monitoring of recommendations made, based on the findings of investigations.

Job Presentation (We propose)

OLAF Unit A4 is seeking to recruit a Seconded National Expert to reinforce its capacity to investigate allegations of fraud against the EU Budget and to liaise with national authorities in Latvia.

The national expert will participate in the administrative investigations and the coordination cases in relation to cases related to the European Structural and Investment Funds, RRF and to Agricultural Expenditure. The expert will contribute to OLAF's investigative mission by participating in investigations in Member States as provided in Regulation (EU, Euratom) 883/2013 and in the Guidelines on Investigation Procedures for OLAF Staff. He/she will also contribute to the monitoring of recommendations of a judicial, administrative and financial nature as provided in the OLAF Guidelines on Monitoring. These investigative and monitoring responsibilities require maintaining permanent contact with administrative, police and judicial authorities in Member States.

He/she will maintain and further develop contacts with the Latvian national administrative, police and judicial authorities in relation to cases dealt with by the unit

Jobholder Profile (We look for)

Candidates must be staff members of national administrative, police, public prosecution authorities (or public authorities with administrative and/or criminal investigative powers) with at least 3 (three) years of experience.

Experience in investigating and/or prosecuting of offences related to the Directive on the fight against fraud to the Union's financial interests by means of criminal law (so-called "PIF Directive and "PIF offences") and/or fraud and/or corruption would be an asset.

Education and diploma:

- university degree or
- professional training or professional experience of an equivalent level

in the field(s) :

Law/ Audit/ Economy/ Finance

Professional experience

The national expert should have a solid background and proven professional experience (at least 3 years) at national level of administrative, police or judicial investigations in relation to irregularities and/or fraud, ideally to the EU budget. He/she should be familiar with the different national authorities in Latvia (administrative services, police and

judicial authorities) and have a good knowledge of the national procedures in relation to the protection of the EU's financial interests.

Knowledge of the European Structural and Investment Funds, RRF and/or the EU Common Agricultural Policy constitutes an asset.

The successful candidate must have good analytical, drafting and presentational skills and be a good communicator. Good judgement and the capacity to work effectively-both independently and as part of a team- are required.

A good knowledge of general IT applications (Word, Excel, Power Point, etc) and the readiness to work with specific IT tools used in OLAF, especially those geared towards the management of operational cases, is essential.

The ability to work within a multicultural team is essential.

Language(s) necessary for the performance of duties

An excellent knowledge of Latvian language and a very good knowledge-spoken and written-of English, the working language of the unit, is required.

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.

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)