



NOTICE OF VACANCY

SECONDED NATIONAL EXPERTS TO THE EUROPEAN COMMISSION

Post identification: (DG-DIR-UNIT)	OLAF-DG-DEL-UAE
Directorate-General: Directorate: Unit: Head of Unit: Telephone: Number of available posts: Category: Suggested taking up duty: Suggested initial duration: Place of secondment:	EUROPEAN ANTI-FRAUD OFFICE (OLAF) DIRECTORATE B – INVESTIGATION II UNIT B/2-TOBACCO & COUNTERFEIT GOODS Mr. Vincent SAUVALERE +32 2 2951420 1 Administrator (AD) 1/1/2017¹ 1 year¹ <input type="checkbox"/> Brussels <input type="checkbox"/> Luxembourg <input checked="" type="checkbox"/> Other: ABU DHABI
Specificities	<input checked="" type="checkbox"/> With allowances <input type="checkbox"/> COST-FREE This vacancy notice is also open to <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"/> EFTA-EEA In-Kind agreement (Iceland, Liechtenstein, Norway) <input type="checkbox"/> the following third countries: <input type="checkbox"/> the following intergovernmental organisations:

1	Nature of the tasks: We offer to a dynamic candidate a challenging and interesting activity as OLAF liaison officer based in Abu Dhabi, United Arab Emirates (UAE) for a limited contract period of one year. Under the direct supervision of the OLAF Director General, he/she will provide the necessary support to OLAF staff coordinating investigation cases or carrying out investigative activities in relation to the smuggling of cigarettes and the traffic of counterfeit products coming from or destined to the UAE. He/she will notably collect on request or spontaneously information and/or document for OLAF staff coordinating investigation cases or carrying out investigative activities. He/She will establish and maintain regular contact with the administrative, law enforcement and judicial services responsible for the fight against the smuggling of cigarettes and counterfeit goods in UAE. He/She will assist an official in representing OLAF in meetings with the federal and local authorities in UAE, the Liaison Officers from the EU Member States and the third countries appointed in the UAE as well as with the representatives of the right-holders. In relation to his/her functions as OLAF liaison officer, he/she can also be instructed to deal with economic and trade related matters. In his/her function he/she may be required to travel within the Gulf region. He/She will report regularly about relevant developments in the region and his/her activities
2	Main qualifications: a) Eligibility criteria

¹ These mentions are given on an indicative basis only (Art.4 of the SNE Decision).

The following eligibility criteria are to be fulfilled by the candidate in order to be seconded to the Commission. Consequently, the candidate who does not fulfil one of them will be automatically eliminated from the selection process.

- Professional experience : at least three years' experience in administrative, legal, scientific, technical, advisory or supervisory functions which can be regarded as equivalent to those of function groups AD;
- Seniority : at least one year by your employer, that is having worked for an eligible employer (as described in Art. 1 of the SNE decision) on a permanent or contract basis for at least 12 months before the secondment;
- 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. An SNE from a non-member country must produce evidence of a thorough knowledge of one EU language necessary for the performance of his duties.

b) Selection criteria

- diploma:

University diploma in Economy / Business Administration / Trade / Finances or any other related issue (or equivalent professional experience)

- professional experience:

We are looking for a motivated candidate with a pertinent background and practical work experience of at least 3 years with the administrative, law enforcement and judicial services responsible for the fight against the commercial fraud in third countries.

The candidate should be familiar with EU legislation and procedures for customs mutual administrative assistance.

Given the technical nature of our work, a sound knowledge of general IT systems used for the exchange and the storage of data is essential.

Good analytical and drafting skills, a sense of initiative, as well as the ability to work in close contact with the OLAF investigators are required. Good judgemental and problem solving skills are also essential. He/she should be flexible and be able to quickly adapt and respond to new developments and changing priorities. Practical experience in United Arab Emirates constitutes an advantage.

- language(s) necessary for the performance of duties:

The working language is English. Arabic and other language skills constitute an asset.

3 Submission of applications and selection procedure

Candidates should send their application according to the **Europass CV format** (<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>) in English, French or German **only to the Permanent Representation / Diplomatic Mission to the EU of their country**, which will forward the applications to the competent services of the Commission within the deadline fixed by the latter. **Not respecting this procedure or deadlines will automatically invalidate the application.**

Candidates are required not to add 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.

Candidates will be informed of the follow-up of their application by the unit concerned.

4 Conditions of the secondment

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). This decision is available on http://ec.europa.eu/civil_service/job/sne/index_en.htm.

The SNE will remain employed and remunerated by his/her employer during the secondment. He/she will equally remain covered by the national social security.

Unless for cost-free SNEs, allowances may be granted by the Commission to SNEs fulfilling the conditions provided for in Art. 17 of the SNE decision.

During the secondment, SNEs are subject to confidentiality, loyalty and absence of conflict of interest obligations, as provided for in Art. 6 and 7 of the SNE Decision.

If any document is inexact, incomplete or missing, the secondment may be cancelled.

5 Processing of personal data

The selection, secondment and termination of the secondment of a national expert requires the Commission (the competent services of DG HR, DG BUDG, PMO and the DG concerned) to process personal data concerning the person to be seconded, under the responsibility of the Head of Unit of DG HR.B4. The data processing is subject to the SNE Decision as well as the Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

Data is kept by the competent services for 10 years after the secondment (2 years for not selected or not seconded experts).

Data subjects may exercise their right of access to data concerning them and the right to rectify such data by applying to the controller, in accordance with Article 13 of the Regulation on the processing of personal data. The candidate may send complaints to the European Data Protection Supervisor edps@edps.europa.eu.

To the attention of candidates from third countries: your personal data can be used for necessary checks.

More information is available on http://ec.europa.eu/dgs/personnel_administration/security_en.htm.

Information on data protection for candidates to a JRC post is available on: <http://ec.europa.eu/dgs/jrc/index.cfm?id=6270>.