

**EUROPEAN ANTI-FRAUD OFFICE (OLAF)**  
**Publication of a vacancy for a Director function (Grade AD14)**  
**(Article 29(2) of the Staff Regulations)**  
**COM/2012/10324**  
**Official Journal n° C 27 A of 1.02.2012**

**WE ARE**

... the European Anti-Fraud Office (OLAF). The fight against fraud to the detriment of the European Union's financial interests is central to the credibility of the European project. OLAF is both an investigative service and the Directorate General of the Commission responsible for the design and delivery of anti-fraud policy.

The Director General of OLAF has statutory independence in the conduct of investigations into allegations of fraud and other illegal activities with financial consequences for the European Budget. OLAF's independent investigation powers extend to all EU Institutions and bodies, as well as to economic operators with a relationship with the EU budget both in Member States and in third countries. Outside the operational activities for which OLAF has full independence, OLAF acts like other Directorates General within the Commission in designing and delivering policies within its area of competence.

A major reorganisation of OLAF will come into effect on 1 February 2012. This is designed to distinguish more clearly between the two core tasks of OLAF, the independent investigative function and the policy function.

Three directorates will concentrate essentially on the investigative function. Two of these will conduct investigations (A and B). The third, Directorate C, will bring together the specialist and other services which provide essential support to the investigative process.

All the Office's policy responsibilities will be handled by a single Directorate, D. Finally, Directorate R will deal with resources.

Directorate C (Investigation Support) will consist of four units:

- Unit C.1 (Investigation Workflow Management) will be responsible for the systems necessary to support investigations including specialised IT systems, document management and management reporting;
- Unit C.2 (Investigation Training and Communication) will handle specialised training for investigation staff and also OLAF's communication activities which are related, essentially, to OLAF's independent investigative role. (The OLAF Spokesman will report directly to the Director General, but will be supported by C2.);
- Unit C.3 (Operational Analysis and Forensics) will provide specialised IT-based operational analysis to complex investigations and also forensic analysis of IT material acquired in the investigative process.
- Unit C.4 (Legal Advice) will provide legal advice on all matters related to OLAF's operational activities and will handle complaints about OLAF's investigative activities.

The Directorate will have about 80 staff, many of them specialists in the different fields described above. The Director will report directly to the Director General.

## **WE PROPOSE**

... the post of Director responsible for providing the strategic orientation and management of the Directorate in accordance with the mission statement and the annual work programme. Directorate C will provide a full range of services in support of OLAF's investigative activities without which the latter cannot function. The objective is to improve the efficiency, effectiveness, speed and quality of the investigative process.

## **WE LOOK FOR**

The ideal candidate should have:

- good general knowledge of the role of OLAF and of the context within which OLAF operates;
- a good understanding of the investigative process in anti-fraud cases and of mechanisms to ensure its efficiency and legality, including operational intelligence;
- good understanding of how IT should support the conduct and management of investigations and contribute to increased efficiency;
- excellent capacity to plan and prioritise;
- a proven record in managing large teams in a complex multi-disciplinary and multi-cultural environment;
- proven leadership skills, capable of motivating staff from a wide variety of professional and national backgrounds;
- sound judgement and the ability to work under pressure;
- excellent drafting and communication skills, including the ability to represent the Office and the Commission at high level, both within the Institutions and externally;
- the capacity to deal with the media (this is however mainly a matter for the Director General and the Spokesman)
- excellent networking abilities, to develop OLAF's relationship with its partners in Member States, third countries and international organisations;

Experience in IT management would be an advantage.

An excellent knowledge of English is essential. Other languages would be an advantage.

### **Candidates must** (eligibility criteria)

1. be a citizen of one of the Member States of the European Union;
2. have:
  - a) either a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more; or
  - b) a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years;
3. have at least 15 years' postgraduate professional experience at a level to which the qualifications referred to above give admission. At least 5 years of that professional experience must have been gained in a management function at high level<sup>1</sup> and should be in direct relation to a field relevant for this position;

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<sup>1</sup> In their CVs applicants should indicate at least for these 5 years during which high level management experience has been acquired: (1) title and role of management positions held, (2) numbers of staff

4. have a thorough knowledge of one of the official languages of the European Union as defined in Article 1 of Regulation n° 1 of 1958<sup>2</sup> and an adequate knowledge of another of these official languages;
5. not yet have reached regular retirement age, which for officials of the European Union is defined as being the end of the month in which the person reaches the age of 65 years (see Art. 52 lit (a) of the Staff Regulations).

#### **Independence and declaration of interests:**

Candidates are required to confirm their willingness to make a declaration of their commitment to act independently in the public interest and a declaration of any interests which might be considered prejudicial to their independence.

#### **Appointment and conditions of employment:**

The Director will be selected and appointed by the Commission according to its selection and recruitment procedures (see also the [Compilation Document on Senior Officials Policy](#)). As part of this selection procedure, candidates who have been called for an interview with the Commission's Consultative Committee on Appointments will have to go through, beforehand, an assessment centre run by external recruitment consultants.

The successful candidate will be recruited as an official at grade AD14; salaries and conditions of employment are those laid down in the Staff Regulations for officials of the European Union. Under the Staff Regulations, all new staff have to complete successfully a nine month probationary period.

The successful candidate may also be required to undergo security vetting on appointment if she or he does not already hold security clearance to an appropriate level.

OLAF will check candidates proposed for interviews against its records.

#### **Equal opportunities:**

The European Union applies an equal opportunities policy.

#### **Application procedure:**

*Before submitting your application, you should carefully check whether you meet all the eligibility criteria ("Candidates must"), particularly concerning the types of diploma and professional experience required. Failure to meet any of the eligibility requirements means an automatic exclusion from the selection procedure.*

If you want to apply, you must **register via the Internet** by going to the website:

[https://ec.europa.eu/dgs/human-resources/seniormanagementvacancies/CV\\_Encadext](https://ec.europa.eu/dgs/human-resources/seniormanagementvacancies/CV_Encadext) and follow the instructions there concerning the various stages of the procedure.

It is your responsibility to complete your online registration in time<sup>3</sup>. We strongly advise not to wait until the last few days before applying, since heavy Internet traffic or a fault with your

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overseen in these positions, (3) the size of budgets managed, and (4) numbers of hierarchical layers above and below and number of peers. In the case of a Principal Adviser vacancy, candidates should indicate their advisory experience at high level.

<sup>2</sup> OJ L17, 6.10.1958, p. 385

<sup>3</sup> No later than 12.00 noon, Brussels time, on 29/02/2012.

Internet connection could lead to the online registration being terminated before you complete it, thereby obliging you to repeat the whole process. Once the deadline for registration has passed, you will not longer able to introduce any data. As a general rule, late registrations via normal e-mail are not accepted.

You must have a valid e-mail address. This will be used to identify your registration and to keep you informed of the progress of the selection procedure. Therefore, please, inform the European Commission of any change in your e-mail address.

To complete your application, you will need to upload a CV in WORD or PDF format and to fill out, online, a letter of motivation (maximum 8000 characters). Both the CV and letter must be written in English, French or German.

Once your have finished your online registration, you will see on-screen a registration number that you must write down and remember – this will be your reference number in all matters concerning your application. When you receive this number, the registration process is finished – it is a confirmation that we have registered the data you entered. **If you do not receive a number, your application has not been registered!**

Please note that it is **not** possible to monitor the progress of your application on-line. You will be contacted directly by the European Commission regarding the status of your application.

The selection process, including correspondence with selection panels during this selection procedure will be carried out in English, French and / or German only<sup>4</sup>.

*If you have a disability that prevents you from registering online, you may submit your application (CV and letter of motivation) on paper by registered mail<sup>5</sup>, postmarked no later than the closing date for registration. All subsequent communication between the Commission and you will be by post. In this case, you must enclose with your application a certificate attesting your disability, issued by a recognised body. You should also set out on a separate sheet of paper any special arrangements you think are needed to make it easier for you to take part in the selection.*

If you require more information and/or encounter technical problems, please send an email to [HR-A2-MANAGEMENT-ONLINE@ec.europa.eu](mailto:HR-A2-MANAGEMENT-ONLINE@ec.europa.eu).

#### **Closing date:**

The closing date for registration is 29/02/2012. On-line registration will not be possible after 12.00 noon Brussels time.

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<sup>4</sup> The selection panels will ensure that no undue advantage is given to native speakers of these languages.

<sup>5</sup> European Commission, Directorate-General Human Resources and Security, Unit for Executive Staff and CCA Secretariat - COM/2012/10324, SC11 08/030, B-1049 Brussels.