EUROPEAN DATA
PROTECTION SUPERVISOR

CHRISTOPHER DOCKSEY
DIRECTOR

NOTICE OF VACANCY N° 3/2014
(Publication under Article 29, paragraphs 1a) and 1b) of the Staff Regulations - Transfer)

The European Data Protection Supervisor has decided to fill a vacancy in his establishment plan for the grades AD5-AD9.

EMPLOYMENT: **SECRETARIAT OF THE EUROPEAN DATA PROTECTION SUPERVISOR**

1 ADMINISTRATOR/SECURITY AND TECHNOLOGY OFFICER (F/M) - SECTOR IT POLICY

CATEGORY AND GRADES: AD5-AD9

PLACE OF EMPLOYMENT: BRUSSELS

JOB DESCRIPTION:

The EDPS is an independent supervisory authority with the task of ensuring that the institutions and bodies of the European Union respect the right to privacy when they process personal data or develop new policies.

Acting under the authority of the Supervisor, Assistant Supervisor and Director, the officer will take part in a number of tasks in accordance with the instructions of the Head of the IT Policy Sector. In particular, he or she will be:

- contributing to the Sector's activities relating to security and technology, both internally and externally;
- contributing to the sector's tasks related to the management and monitoring of IT systems used by the EDPS,
- preparing reports, opinions and decisions in the field of IT policy, aiming, on the one hand, to ensure the application of Regulation (EC) 45/2001 of the European Parliament and the Council and other relevant acts, and, on the other hand, to follow technological and legislative developments that may have an impact on the protection of personal data,
- regarding the tasks linked to the application of Regulation 45/2001, the main functions to be provided include, in particular:

    - providing advice to data controllers on technical and organisational measures for the processing of personal data in order to ensure respect the fundamental rights of individuals and for the security of processing and personal data,

- hearing and examining complaints linked to the application of information and communications technologies in the institutions and bodies of the European Union, as well as other requests coming from data subjects;
- evaluating IT security measures and formulating recommendations to improve their effectiveness;
- informing and advising data controllers and data subjects about their rights and responsibilities in the field;
- conducting inspections and security and data protection audits in complex IT environments.

- the candidate may be asked to support the Policy and Consultation Unit concerning the tasks connected to technological and legislative developments such as:

  - following the political evolution of the European Union as well as the development of Information and Communication Technologies, which can have an influence on the protection of personal data;
  - advising the competent institutions in relation to the legislative proposals and general administrative measures, which can have an influence on the protection of personal data, in particular concerning technological aspects ;
  - contributing to the work of the EU Institutions measures relating to the European Research Framework Programme;
  - promoting and reinforcing the application of the principle of "privacy by design" (applying data protection requirements in the life cycle of technologies and systems as early as possible);
  - contributing to the development and implementation of a security strategy and related action plan for the EDPS.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- to have successfully accomplished and completed university studies in a relevant field attested by a diploma;
- to have a sufficient knowledge of the structure and functioning of the European Union and of its institutions, the treaties and other fields of EU law in relation to the position;
- a good knowledge of the legislation and its implications concerning data protection with regard to the EU institutions and bodies is considered an asset;
- to have a very good knowledge of methods and standards for risk analysis and risk management for the security and safety of information systems; experience in conducting audits and inspections will be considered as an asset;
- to have several years of relevant professional experience in the field of network security and information systems as well as good capacity of analysis and editorial skills;
- to have the ability and to be ready to work in a small team in the dynamic environment of a new institution;
- a thorough knowledge of one of the official languages of the European Union and good knowledge of another EU language. For practical reasons, a good knowledge of English is necessary and of French desirable. Knowledge of other official languages would be considered as an advantage.

ADMISSIBILITY:

Officials of the European Union in grades AD5-AD9 who are interested in this position and who think that they have the necessary qualifications are invited to send a request for transfer to the functional mailbox Recruitment@edps.europa.eu. For more information, please contact Mr. Achim KLABUNDE, Head of the ITP Sector, tel. +32 (0) 2.283.19.93.

Each application must contain the following documents:
- a detailed curriculum vitae
- an official document attesting the status of an official (category, grade), the different posts held in the EU institutions and bodies and a copy of the last two evaluation reports.

REMARKS:

The EDPS is a young and dynamic institution that applies an equal opportunities policy and is in favour of flexitime and telework for a better conciliation of professional and private life.

DEADLINE FOR SUBMITTING APPLICATIONS: FROM 17/02/2014 TO 12/03/2014

Brussels, 17/02/2014

Christopher DOCKSEY

SOME FACTS ABOUT THE EDPS AND OUR STAFF

EDPS: The smallest and youngest of the EU institutions

The EDPS was established in Brussels in 2004. It has about 60 staff members (most of them EU officials but also some contract agents) working full or part time.

EDPS: A great place to work

We believe that a good working environment is a precondition to ensure staff engagement and well-being and that it is essential to strike a good balance between work and private life. To this end we provide staff with a modern working environment using familiar IT tools, a good balance between work and private life (using flexitime and telework), and very little hierarchy or bureaucracy.

EDPS: A place to grow and develop your career

Due to the small size of the institution, our staff enjoys a high level of autonomy and diversity of tasks, working in small, dynamic teams. We have developed an ambitious "Learning & development policy" to foster personal development and to improve personal skills and competencies.

Our staff benefit from the same mobility policy as the larger EU institutions such as the Commission, Parliament and the Council, because the EDPS is treated as an EU institution for the purposes of the Staff Regulations and the Financial Regulation. As a result, staff can transfer their grade, step, seniority and all the other career elements seamlessly between the EDPS and any of these institutions. Indeed, a spell with the EDPS can be a useful career step for officials who would like to work with us for a while and then return to continue their careers long-term within the larger institutions. For example, four of the seven EDPS desk officers who were transferred to the Commission in 2012 and 2013 moved to junior management posts.