EUROPEAN DATA
PROTECTION SUPERVISOR

CHRISTOPHER DOCKSEY
DIRECTOR

NOTICE OF VACANCY N° 4/2014
(Publication under Article 29, paragraphs 1 a) and b) of the Staff Regulations - Transfer)

The European Data Protection Supervisor (EDPS) has decided to fill a vacancy in his establishment plan for the grades AD5-AD8.

EMPLOYMENT : SECRETARIAT OF THE EUROPEAN DATA PROTECTION SUPERVISOR
UNIT SUPERVISION AND ENFORCEMENT

1 ADMINISTRATOR/LEGAL OFFICER SPECIALISED IN DATA PROTECTION (F/M)

CATEGORY AND GRADES : AD5-AD8

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 rights to privacy and protection of personal data 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 Supervision and Enforcement Unit.

The tasks related to ensuring the application of Regulation (EC) 45/2001 may include, in particular:

- conducting prior checks of processing operations likely to present specific risks and consult on the need for such prior checks;
- performing inspections and audits;
- informing and advising EU institutions and bodies on the application of the Regulation;
- informing and advising controllers and data subjects on their rights and obligations;
- handling prima facie inadmissible complaints;
- hearing and investigating complaints and other requests of data subjects and conduct inquiries;
- cooperating with the Data Protection Officers of the EU institutions and bodies;
- representing the institution before the Court of Justice.

These activities may require missions away from head office.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- to have successfully accomplished and completed university studies preferably in the field of law attested by a diploma;
- to have a good 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 on data protection and its implications for EU institutions and bodies is considered an asset;
- to have relevant professional experience as well as an extensive capacity for analysis and written expression;
- to have the ability and to be ready to work in a small team in the dynamic environment of a new institution;
- previous experience in the field of data protection will be considered as an advantage;
- a general knowledge of modern information technology is recommended;
- a thorough knowledge of one of the official languages of the European Union and a good knowledge of another EU language is required. For practical reasons, a good knowledge, preferably active, of English and French is desirable. Knowledge of other official languages would be considered as an advantage.

ADMISSIBILITY :

Officials of the Institutions of the European Union in grades AD5 to AD8 who are interested in this position and who think 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 Ms. Sophie LOUVEAUX, Head of Unit Supervision and Enforcement, tel. +32 (0) 2.283.19.12.

For an application to be considered valid, candidates must submit:
- 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.

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.