



LEONARDO CERVERA NAVAS
DIRECTOR

NOTICE OF VACANCY N° 26/2020

(Publication under Article 29, paragraphs 1 a), b) and c) of the Staff Regulations)

The European Data Protection Supervisor (EDPS) has decided to fill a vacancy in his establishment plan for the grades AD 6-11

EMPLOYMENT : SECRETARIAT OF THE EUROPEAN DATA PROTECTION SUPERVISOR

1 ADMINISTRATOR-DATA PROTECTION OFFICER (DPO)

CATEGORY AND GRADES: AD 6-11

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 data protection when they process personal data or develop new initiatives.

Acting under the authority of the Supervisor, the Data Protection Officer (DPO) will report to the Director, and will be supported by an Assistant DPO.

The selected candidate will carry out the following tasks:

Tasks described in Art.45 of the Regulation 1725/2018 (hereinafter the “Regulation”), namely:

- (a) to inform and advise the controller or the processor and the employees who carry out processing of their obligations pursuant to this Regulation and to other Union data protection provisions;
- (b) to ensure in an independent manner the internal application of this Regulation; to monitor compliance with the Regulation, with other applicable Union law containing data protection provisions and with the policies of the controller or processor in relation to the protection of personal data, including the assignment of responsibilities, the raising of awareness and training of staff involved in processing operations, and the related audits;

- (c) to ensure that data subjects are informed of their rights and obligations pursuant to this Regulation;
- (d) to provide advice where requested as regards the necessity for a notification or a communication of a personal data breach pursuant to Articles 34 and 35;
- (e) to provide advice where requested as regards the data protection impact assessment and monitor its performance pursuant to Article 39 and to consult the European Data Protection Supervisor in case of doubt as to the need for a data protection impact assessment;
- (f) to provide advice where requested as regards the need for prior consultation of the European Data Protection Supervisor pursuant to Article 40; to consult the European Data Protection Supervisor in case of doubt as to the need for a prior consultation;
- (g) to respond to requests from the European Data Protection Supervisor; within the sphere of his or her competence, to cooperate and consult with the European Data Protection Supervisor at the latter's request or on his or her own initiative;
- (h) to ensure that the rights and freedoms of data subjects are not adversely affected by processing operations.

These tasks are further specified in Art.4 of EDPS Decision of 11 December 2018 on the DPO implementing rules, which reads:

1. Without prejudice to the tasks as described in Article 45 of the Regulation EU 1725/2018, the DPO shall raise awareness on applicable data protection law and encourage a culture of protection of personal data and accountability within the services involved in the processing of personal data.
2. The DPO shall monitor the implementation of the Regulation in the institution and issue a yearly report to the Director.
3. The DPO shall assist responsible staff in the preparation of their records of processing activities. In performing their duties, the DPO shall have access at all times to the data forming the subject-matter of processing activities and to all offices, data-processing installations and data carriers, including those of processors.
4. Pursuant to Article 31(5) of the Regulation and building on the records provided by the responsible staff, the DPO shall keep a register of the processing activities carried out by the institution. The DPO shall make the register publicly accessible.
5. The DPO shall help responsible staff to assess the data protection risks of the processing activities under their responsibility. The DPO will also advise on what methodology to use and contribute to selecting safeguards to apply to mitigate the risks to the rights and freedoms of the data subjects, as well as on the correct implementation of the DPIA.
6. The DPO shall ensure that responsible staff inform data subjects of their rights and obligations pursuant to the Regulation in the context of processing activities. They shall support responsible staff in ensuring that the rights and freedoms of the data subjects are unlikely to be adversely affected by the activities processing personal data.
7. The DPO may keep a confidential inventory of requests from individuals that wish to reveal their identity only to the DPO when lodging enquiries or complaints.
8. The DPO may make recommendations and give advice to responsible staff and processors on matters concerning the application of the Regulation. They may perform investigations on request, or upon their own initiative, into matters and occurrences directly relating to their tasks, and report back to the person who commissioned the investigation or to the controller, in accordance with the procedure described in Article 10 of the Implementing rules.
9. The DPO may represent the EDPS on any issues relating to the internal application of the provisions of the Regulation, including participation in interinstitutional committees and bodies.

10. In addition to their tasks within the EDPS, the DPO shall cooperate with the DPOs of other institutions and bodies in carrying out their functions, in particular by exchanging experience and best practices and with particular attention to the DPO of the EDPB. He or she shall participate in the dedicated network(s) of DPOs. The DPO is also encouraged, as possible, to exchange experience and practices with DPOs of other organisations.

Other tasks compatible with the DPO function as determined by the Director in agreement with the DPO.

The DPO shall not receive any instructions regarding the exercise of those tasks and shall be bound by secrecy or confidentiality, in accordance with Union law.¹

REQUIRED QUALIFICATIONS, EXPERIENCE AND SKILLS

- A level of education corresponding to completed university studies in law or a comparable field of study of at least three years, attested by a diploma;
- At least five (5) years of proven full-time professional experience, of which three (3) years relevant to the duties as a DPO after the award of the qualification certifying the completion of the study levels required as a condition of eligibility listed above;
- Proven professional experience in implementing personal data protection legislation, preferably working with/within the European Union institutions, bodies, offices and agencies or a related service within the national administration of an EU Member State.
- Extensive knowledge of EU privacy and data protection law.
- Proven knowledge of information technologies including technical security aspects and an understanding of their privacy and data protection impact.
- A University Degree in Law, Information Technology, or any of the areas relevant to the duties described above would be considered as an asset
- A DPO certification issued by a University, or an equivalent Institute of Studies, by a certification body or by an International data protection association will be considered an asset;
- Capacity to deliver quality and making the most effective use of available resources as well as demonstrating an open and accessible approach, courtesy, a pronounced attitude for integrity and impartiality;
- Proven capacity to analyse complex information, to consider options in a clear and structured way, to propose and implement recommendations and to make sound decisions;
- Proven capacity to work under pressure and with tight deadlines, to make timely decisions, to reprioritize tasks responding to changes in a rapidly evolving environment;
- Excellent analytical capabilities, problem-solving, conflict-resolution and good writing skills;
- Strong negotiation and communication skills and the ability to defend data protection principles and data subject rights within EDPS ;
- Excellent interpersonal skills;
- Ability to work both independently and in a small team in a dynamic environment;
- Sense of responsibility;
- Good computer skills, sound knowledge of MS Office package (in particular Word, Excel, PowerPoint);

¹ See Article 44 of the Regulation

- 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 and French is desirable. Knowledge of other official languages would be considered as an advantage.

We look for someone who fits in an informal but professional working environment, where we appreciate sharing of information and pro-activity, and who enjoys engaging constructively with colleagues and stakeholders, based on our core values: integrity, impartiality, transparency and pragmatism.

ADMISSIBILITY :

Officials of the Institutions of the European Union in grades AD 6-11 who are interested in this position and who think they have the necessary qualifications, as well as laureates of an EPSO competition are invited to send their application to the functional mailbox Recruitment@edps.europa.eu.

Aligned with our Equal Opportunities strategy and with Article 1d of the Staff Regulations, the EDPS embraces diversity and promotes equal opportunities. The EDPS accepts applications without discrimination on grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of national minority, property, disability, age, gender identity or sexual orientation.

If you require any special arrangements (for specific handicap or disability) in order to take part in this selection procedure, please indicate this in your application form.

For more information, please contact Mr CERVERA NAVAS, Director,
leonardo.cerveranavas@edps.europa.eu

For an application¹ to be considered valid, candidates must submit:

- the application form
- a detailed curriculum vitae and a motivation letter
- an official document attesting the status of official (category, grade), the different posts held in the EU institutions and bodies, and a copy of the last two evaluation reports; or an official document from EPSO attesting that that the candidate is a laureate.

DEADLINE FOR SUBMITTING APPLICATIONS: FROM 23/06/2020 TO 09/07/2020

Brussels, 18/06/2020


Leonardo CERVERA NAVAS

¹ All personal data from the applications is processed in accordance with the EDPS Data Protection notice.

SOME FACTS ABOUT THE EDPS AND OUR STAFF

EDPS: A young and dynamic institution

The EDPS was established in Brussels in 2004, and as the European's Union independent data protection authority, the EDPS aims to serve as an impartial centre of excellence for enforcing and reinforcing EU data protection and privacy standards, both in practice and in law.

It has about 100 staff members, most of which are EU officials but also contract agents and Seconded National Experts 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, and good balance between work and private life (using flexitime and telework).

EDPS: A place to grow and develop your career in an EU 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. Also we encourage and fully support AST colleagues who are eligible to participate in the Certification Programme.

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. The EDPS can be a useful career step for established officials who would like to work with us for a while and then return to continue their careers long-term within the larger institutions.