



EUROPEAN DATA PROTECTION SUPERVISOR

LEONARDO CERVERA NAVAS
DIRECTOR

NOTICES OF VACANCY N° 16/2020

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

The European Data Protection Supervisor (EDPS) has decided to fill one vacancy in his establishment plan for the grades AD 8-13

EMPLOYMENT: SECRETARIAT OF THE EUROPEAN DATA PROTECTION SUPERVISOR

1 ADMINISTRATOR/LEGAL SERVICE OFFICER

CATEGORY AND GRADES: AD 8-13

PLACE OF EMPLOYMENT: BRUSSELS

JOB DESCRIPTION:

The EDPS is the independent supervisory authority with the task of ensuring that the institutions, offices, bodies and agencies of the European Union (EUIs) respect the fundamental rights to privacy and protection of personal data when they process personal data or develop new policies or legislation.

Acting under the authority of the Supervisor and the Director, the Legal Service Officer will perform tasks including:

a) Provide legal advice on the aspects related to EDPS administrative and organisational activities, in particular on:

-) Human resource and administrative matters (in particular in relation to the Staff Regulations and the Conditions of Employment of Other Servants, and the corresponding implementing rules, and to privileges and immunities, budget, finance and procurement) in coordination with the relevant units in the EDPS, including representing the EDPS in litigation cases before national courts and the Court of Justice of the European Union;
-) Agreements and working arrangements with EUIs with whom the EDPS carries out intensive administrative relationships and not only in the field of data protection (e.g. European Commission, European Parliament, OLAF, EUROJUST, EUROPOL, EU-

LISA, etc.) as well with national authorities in the Member States, third countries and with relevant international organisations;

-)] The EDPS governance structure and institutional matters and other matters with potential impact on the EDPS operational activity, including the relationships with the European Data Protection Board secretariat;

-)] Access to documents requests in coordination with the Transparency Officer;

b) Provide legal advice on all aspects related to the EDPS' exercise of its tasks and powers, in particular on:

-)] Acts and decisions prepared for the adoption by the EDPS and/or by the EDPS Director;

-)] Legal issues, of horizontal nature, pertaining to procedural aspects in the exercise of specific tasks and corrective powers of the EDPS in coordination with the relevant units in the EDPS.

-)] Other matters of institutional nature or of particular complexity at the request of the Supervisor or the Director in coordination with the relevant units in the EDPS.

These activities may require missions away from the office in Brussels.

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

REQUIRED QUALIFICATIONS AND EXPERIENCE:

Selection criteria:

-)] A level of education corresponding to completed university studies in law of at least three years, attested by a diploma;
-)] Very good knowledge of the structure and functioning of the European Union and of its Institutions, the Treaties and decision-making procedures;
-)] At least 8 years of proven professional experience relevant to the items listed under "Job Description" acquired after the award of the qualification certifying the completion of studies; of which at least 4 years either as a legal adviser or in a legal function of a EU institution or international administration, providing legal advice to senior management;
-)] Professional experience in drafting legal documents, decisions and opinions, in particular with reference to rules of procedures for decision making bodies, access to documents, or information security;
-)] Proven knowledge of EU administrative law and knowledge of the organisational mechanisms of EUIs;
-)] Fluency in English (at least at C1 level) as drafting and activities will mainly be carried out in English;
-)] Excellent written and oral communication skills;

Will be considered an advantage:

-) Specialisation in Data Protection or in Management of Public Administrations;
-) Knowledge of the Regulation (EU) 2018/1725 (EUDPR)
-) Knowledge of Regulation (EC) 1049/2001 (Access to documents)
-) Knowledge of the Rules and Procedures of the European Data Protection Supervisor and of the Memorandum of Understanding between the EDPS and the European Data Protection Board;
-) Proven experience in drafting administrative acts, and legislative and regulatory provisions in public administration, including EU law or enforcement decisions;
-) Fluency in French (at least at C1 level) as drafting and activities could also be carried out in French.
-) A degree of familiarity with information technology.

ADMISSIBILITY :

Officials of the Institutions of the European Union in grades AD 8-13 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.

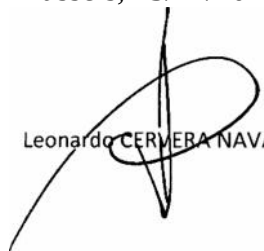
For more information, please contact Mr CERVERA NAVAS, Director, tel. +32 (0) 2.283.19.03

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 an 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 the candidate is a laureate.

DEADLINE FOR SUBMITTING APPLICATIONS: FROM 13/11/2020 TO 10/12/2020

Brussels, 13/11/2020


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, a 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 officials who would like to work with us for a while and then return to continue their careers long-term within the larger institutions.