



LEONARDO CERVERA NAVAS  
DIRECTOR

**NOTICES OF VACANCY N° 7-8/2020**

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

The European Data Protection Supervisor (EDPS) has decided to fill 2 vacancies in his establishment plan for the grades AD 5-8

**EMPLOYMENT:** SECRETARIAT OF THE EUROPEAN DATA PROTECTION  
SUPERVISOR  
POLICY AND CONSULTATION UNIT

**2 ADMINISTRATORS/LEGAL OFFICERS SPECIALISED IN  
DATA PROTECTION**

**CATEGORY AND GRADES:** AD 5-8

**PLACE OF EMPLOYMENT:** BRUSSELS

**JOB DESCRIPTION:**

The EDPS is the 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 or legislation.

The Policy and Consultation Unit advises European institutions on data protection matters in any field of activity. This includes:

- advising the Commission, the European Parliament and the Council on legislative or policy proposals, draft implementing and delegated acts, and international agreements that have an impact on the protection of personal data, in accordance with Regulation (EU) 2018/1725 which lays down the rules for data protection in the EU institutions;
- cooperating with national data protection authorities in the carrying out of their functions, both directly and within the European Data Protection Board (EDPB), in accordance with the General Data Protection Regulation (EU) 2016/679 and Regulation (EU) 2018/1725, as well as maintaining relations with (authorities of) third countries and international organisations.

Acting under the authority of the Supervisor and Director, the legal officer will, in accordance with the instructions of the Head of the Policy and Consultation Unit, perform tasks including:

- following the EU policy and legislative developments that may have an impact on the protection of personal data;
- drafting comments, opinions and other documents for the signature of the Head of Unit, Director or Supervisor;
- take part in the work of the expert subgroups of the European Data Protection Board, including through attendance of meetings and contributing to the drafting of documents;
- following developments of European data protection law, including the case of the Court of Justice, as well as representing the EDPS before EU Courts;
- performing the activities of the secretariat for the coordinated supervision of EU large-scale IT systems and/or the Europol Cooperation Board;
- cooperating with the national data protection authorities directly and within the EDPB;
- contributing to the Unit's relations with other EU institutions and bodies;
- representing the EDPS in external meetings, and, where appropriate, in public events.

These activities may require missions away from head office.

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: integrity, impartiality, transparency and pragmatism.

#### **REQUIRED QUALIFICATIONS AND EXPERIENCE:**

- 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,
- good knowledge of the structure and functioning of the European Union and of its Institutions, the Treaties and decision-making procedures;
- good knowledge of applicable legislation on data protection and its implications for EU institutions and bodies;
- relevant professional experience. in particular in the European Commission, the Court of Justice, or another EU institution;
- capacity for analysis and good writing skills;
- a degree of familiarity with 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 of English is necessary and of French or German desirable. Knowledge of other official languages would be considered as an advantage.

#### **ADMISSIBILITY :**

Officials of the Institutions of the European Union in grades AD 5-8 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](mailto: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 Ms Anna Buchta, Head of Unit Policy and Consultation, tel. +32 (0) 2.283.19.10.

For an application<sup>1</sup> 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 03/02/2020 TO 21/02/2020**

Brussels, 29/01/2020

Leonardo CERVERA NAVAS



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<sup>1</sup> 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.