



EUROPEAN DATA PROTECTION SUPERVISOR

LEONARDO CERVERA NAVAS
DIRECTOR

NOTICES OF VACANCY N° 4-5/2020

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

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

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

2 Legal Officers specialised in Data Protection

CATEGORY AND GRADES : AD 5-8

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 and protection of personal data when they process personal data or develop new policies.

The Regulation (EU) 2016/679 provides for the establishment of the European Data Protection Board (EDPB), a body of the Union with legal personality that acts independently and contributes to the correct and consistent interpretation and application of the Regulation. The EDPB also promotes cooperation between supervisory authorities throughout the Union.

The EDPB has been established on 25 May 2018 and is composed of the Heads of national data protection supervisory authorities and the European Data Protection Supervisor. The EDPB receives analytical, administrative and logistical support from the EDPB Secretariat.

The EDPB Secretariat has the tasks laid down in Article 75(5) and (6) of the GDPR. Further tasks may be provided by other Union laws.

The EDPS is seeking two candidates to perform the tasks of Legal Officer for the EDPB Secretariat.

Acting under the authority of the Head of the EDPB Secretariat, the officers will contribute to the execution of tasks related to the activities of the EDPB Secretariat in accordance with the instructions of the Chair of the EDPB, including:

-) providing analytical support to the members of the EDPB, in particular by drafting EDPB related documents in cooperation with the EDPB members, such as opinions, guidelines, binding decisions, policies, internal rules of procedure and notes;
-) providing legal advice, assistance and support to the EDPB members and to the EDPB secretariat, including relating to its day to day management such as EU administrative law and check of legal compliance;
-) providing administrative and logistical support to the members of the EDPB, in particular communicating documents amongst the EDPB members and other stakeholders or organising expert subgroups meetings;
-) handling, where appropriate, access to documents requests;
-) participating in EDPB meetings, including taking the minutes and, where appropriate, in external events;
-) providing legal advice and assistance to the EDPB Communication team on requests for information from the public, preparation of briefings for the EDPB Chair and vice-Chairs, communication for the journalists, contribution to the EDPB website and annual report;
-) monitoring legal and business developments relevant to data protection, including enforcement of compliance by regulators, CJEU, ECtHR case-law and case-law of national courts in the area of data protection and other relevant EU law areas for the EDPB functioning and assist in litigation cases;
-) any other actions or activities identified by the Head of the EDPB Secretariat.

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;
- to have an excellent knowledge of the legislation on data protection and its implication for EU institutions and bodies;
- relevant professional experience in the field of data protection;
- knowledge and previous experience in the field of cooperation with Data Protection National authorities is welcome;
- to demonstrate ability to complete several simultaneous projects on a deadline;
- extensive capacity for analysis and written expression;
- good knowledge of the technologies of information and communication is required;
- to have a good knowledge of the structure and functioning of the European Union and of its institutions, the treaties and other fields of Union law in relation to the position;
- ability to work in a small team in the dynamic environment of a young institution;
- to demonstrate flexibility and willingness to work on diverse type of tasks; and
- 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. 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.

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 Isabelle VERECKEN, Head of the EDPB Secretariat, tel. +32 (0) 2.283.19.35.

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

- the application form
- a motivation letter and 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; 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, 31/01/2020

Leonardo CERVERA NAVAS



¹ All personal data from the applications are 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.