



LEONARDO CERVERA NAVAS  
DIRECTOR

**NOTICE OF VACANCY N° 6/2020**

(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 AST1-7.

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

1 IT POLICY ASSISTANT

**CATEGORY AND GRADES :** AST 1-7

**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 when they process personal data or develop new policies.

Acting under the authority of the Supervisor, Assistant Supervisor and Director, the official will take part in a number of tasks in accordance with the instructions of the Head of the IT Policy Unit. In particular, the successful candidate will:

- assist the Head of Unit, in particular by:
  - supporting the planning and follow-up of the unit's activities, in particular in the fields of data protection, privacy, security and technology;
  - organising events and meetings, including the preparation of reimbursement of experts;
  - keeping records and electronic files and ensuring distribution of the appropriate documentation;
  - implementing ad-hoc activities as requested by the Head of Unit;
- ensure assistance to IT Policy activities, in particular by:
  - assisting in monitoring technological and legislative developments that may have an impact on privacy and the protection of personal data;
  - supporting the unit's members, e.g. by drafting documents or by conducting research aimed at advising the EU institutions and bodies on good practices in the field of data protection, privacy, security and technology

- preparing tables and statistics in the IT Policy field;
- supporting the supervision activities of IT infrastructure and systems;
- supporting the consultation activities providing advice to EU institutions on data protection and technology related issues and policies;
- contributing to EDPS knowledge management and manage the unit's intranet and web pages;
- contributing to proofreading and publishing of documents;

**REQUIRED QUALIFICATIONS AND EXPERIENCE:**

- successfully accomplished and completed secondary studies in a relevant field attested by a diploma, or equivalent professional qualifications;
- three years experience in the administrative field;
- excellent planning and organisation skills;
- sense of responsibility, initiative, human relations and communication
- good knowledge in the use of information technologies, including document management;
- good editorial skills;
- sufficient knowledge of the legislation and its implications concerning data protection with regard to the EU institutions and bodies;
- sufficient 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;
- the ability and readiness to work in a small team in the dynamic environment of a young institution;
- 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 and of French or German desirable. Knowledge of other official languages would be considered as an advantage.

These activities may require missions away from head office.

We especially look for someone who fits 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.

**ADMISSIBILITY :**

Officials of the Institutions of the European Union in grades AST1-7 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 Mr Thomas ZERDICK, Head of ITP Unit, phone. +32 (0) 2.283.18.58.

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 06/02/2020 TO 27/02/2020**

Brussels, 06/02/2020

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.