



The European Data Protection Board is looking for  
**LEGAL OFFICERS - DATA PROTECTION**

<b>Vacancy notice n°</b>	03-2022-EDPB-CA
<b>Type of contract</b>	Contract Agent (1 year, renewable)
<b>Grade/function group</b>	FGIV
<b>Number of job openings</b>	2 positions to be filled and establishment of a reserve list for future similar job openings
<b>Publication under</b>	Article 3b of the CEOS
<b>Place of employment</b>	Brussels (Belgium)
<b>Deadline for applications</b>	27/10/2022 (Brussels time GMT+1) at 12:00

**WHO ARE WE?**

**EDPB and EDPS - young and dynamic institutions**

The European Data Protection Supervisor (EDPS) was established in 2004, in Brussels, Belgium. As the European Union's independent data protection authority, we strive to be an impartial centre of excellence for the enforcement and reinforcement of EU data protection and privacy standards, both in practice and in law. Our organisation employs about 140 staff members, most of whom are EU officials, but we also welcome Contract Agents and Seconded National Experts, working full-time or part-time.

Regulation (EU) 2016/679 provides for the establishment of the European Data Protection Board (EDPB), a body of the Union with legal personality that shall act independently. The EDPB, established in 2018, is composed of the Heads of national data protection supervisory authorities and the European Data Protection Supervisor. The EDPB is responsible for promoting the correct and consistent interpretation and application of the Regulation and for promoting cooperation between supervisory authorities throughout the Union.

The EDPB receives analytical, administrative and logistical support from the EDPB Secretariat that is provided by the EDPS.

## The EDPS - a great place to work

We value flat hierarchical structures and an open door policy to foster innovative ideas and a strong collaboration between colleagues. To ensure our staff's well-being and motivation, we believe that it is essential to strike a good work-life balance. To achieve this, we offer flexible working arrangements, as well as learning and development opportunities, such as job-shadowing and training programmes.

## WHO ARE WE LOOKING FOR?

Someone who:

- fits in an informal and friendly yet professional working environment;
- appreciates working collaboratively with other colleagues on a variety of different projects;
- brings their creativity and initiative to the table;
- enjoys engaging constructively with stakeholders, based on our core values: integrity, impartiality, transparency and pragmatism.

## ABOUT THE POSITION

Our job vacancies are in the EDPB Secretariat. The unit is in charge of providing analytical, administrative and logistical support to the European Data Protection Board and works under the authority of the Chair of the EDPB and the Head of the Secretariat.

As a Legal Officer, your main responsibilities will include:

- 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;
- Participating in EDPB meetings, including representing the views of the EDPB Secretariat, as well as drafting minutes and, where appropriate, participating in external events;
- Providing legal advice and assistance to the EDPB Secretariat Communications team on requests for information from for the public, on preparation of briefings for the EDPB Chair and vice-Chairs, on communication for journalists, and on contributions to the EDPB's website and annual report;
- Providing legal support in relation to litigation cases involving the EDPB before EU Courts and handling, where appropriate, access to documents requests in compliance with Regulation (EC) 1049/2001;
- Providing administrative and logistical support to the members of the EDPB, in particular communicating documents amongst the EDPB members and other stakeholders and organising expert subgroups meetings with the support of the EDPB Secretariat Administrative team;

- 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;
- Performing any other actions or activities identified by the Head of the EDPB Secretariat.

## OUR ELIGIBILITY AND SELECTION CRITERIA

### Eligibility criteria

For your application to be considered, you must meet the following criteria by the deadline for submitting applications<sup>1</sup>:

- A level of education corresponding to completed university studies in law, or another field relevant for this position of at least three years, attested by a diploma, or professional training of an equivalent level;
- Relevant professional experience in the field of data protection;
- Very good knowledge of English, which is the main working language of the EDPS and the EDPB Secretariat, and good knowledge of another EU language.

### Selection criteria

For this job vacancy, we are looking for someone with the following essential and advantageous skills and experience:

#### Essential

- Excellent knowledge of the applicable legislation on data protection, in particular Regulation (EU) 2016/679;
- Extensive capacity for analysis, good communication and writing skills in a structured way;
- Very good ability of multitasking and of completing several simultaneous projects with a deadline, as well as being able to demonstrate flexibility and willingness to work on diverse type of tasks;
- Very good organisational skills and sense of responsibility;
- Ability to work autonomously but also a strong sense of teamwork;
- Very good knowledge of English;
- Good computer skills, sound knowledge of MS Office package (in particular Word, Excel).

#### Advantageous

- Knowledge and previous experience of litigation in the field of data protection law (e.g. before national SAs or national or EU courts);
- Knowledge and previous experience in the field of cooperation among national data protection authorities;
- Knowledge in the field of data protection in the context of law enforcement and/or EU large scale IT systems and EU bodies, offices and agencies;
- Ability to work in a small team in the dynamic environment of a young institution;

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<sup>1</sup> In case you will be offered the job, you must also provide evidence of EU nationality; have completed any compulsory military service; provide appropriate character references (have no criminal record); pass the EU institutions' medical examination; be fluent in one of the EU languages and be able to work in a second EU language.

- Good knowledge of the structure and functioning of the European Union and of its institutions, the EU treaties, EU procedural law, and other fields of Union law broadly linked with data protection;
- Good understanding of the implications of data protection legislation for EU institutions and bodies.

## HOW TO APPLY?

Interested in this position? Please send to [EDPS-selections@edps.europa.eu](mailto:EDPS-selections@edps.europa.eu) by **Thursday 27 October 2022 at 12:00 (Brussels time)**:

- CV and cover letter detailing why you are suitable for this role;
- The completed application form.

All supporting documents, such as references and certificates, must be merged into one single PDF document of a maximum size of 2MB.

## OUR SELECTION PROCEDURE

The selection (and recruitment) procedure is coordinated by the Human Resources team of the EDPS, who provides administrative support to the EDPB Secretariat.

All eligible applications will be scrutinised by a selection panel. Candidates whose applications best match the selection criteria will be invited for an interview during which a selection panel will assess each candidate's performance. In addition, a second interview or written tests may be carried out.

As a result of the interviews, the Selection Panel will establish a list of suitable candidates and will recommend the most suitable candidates for recruitment for the two job openings of this vacancy notice. The list of remaining suitable candidates will serve as a reserve list and may be used for the recruitment for future similar positions, depending on the needs of the EDPB. The reserve list shall be valid until 31 December 2023 (the validity period may be extended). Each candidate will be informed by email whether or not they have been placed on the reserve list. Candidates should note that inclusion on a reserve list does not guarantee recruitment.

## OTHER IMPORTANT INFORMATION

### **Equal opportunities**

The EDPB and the EDPS are committed to promoting diversity, inclusion, and giving everyone equal opportunities to succeed.

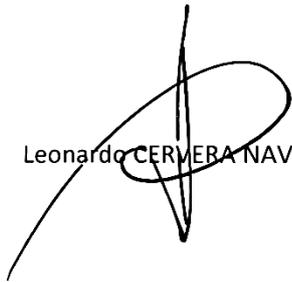
As such, the EDPB and the EDPS welcome all applications without discrimination on grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of national minority, property, disability, age, gender identity or sexual orientation.

If you require any special arrangements (due to a disability) to take part in this selection procedure, please indicate this on your application.

## Data protection

A data protection notice detailing how the EDPS processes candidates' personal data in the context of recruitment can be found [here](#).

Brussels, 30/09/2022



Leonardo CERVERA NAVAS