

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

Vacancy notice n°	EDPB-FO-04-2022
Type of contract	AD Official
Grade	AD5-AD9
Number of job openings	7
Publication under	Article 29(1)(a), (b) and (c) of the Staff Regulations
Place of employment	Brussels (Belgium)
Deadline for applications	11/01/2023 (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 EDPB and 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 Board and the Head of the Secretariat.

As a Legal Officer - Data Protection, 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 communications team on requests for information from 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 administrative team;
- Monitor legal and business developments relevant to data protection, including enforcement of compliance by regulators, Court of Justice of the European Union (CJEU), European Court of Human Rights (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;
- Perform 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 one of the following criteria by the deadline for submitting applications:

- work as official for one of the Institutions of the European Union in function group “Administrator” and a grade between AD5 and AD9

or

- be a laureate of an EPSO competition for “Administrators”.

Selection criteria

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

Essential

- A university degree in the field of law and at least 3 years of relevant professional experience as a legal officer/lawyer, preferably in the field of data protection;
- Excellent knowledge of the applicable legislation on data protection, in particular Regulation (EU) 2016/679;
- Good knowledge of relevant case law of the Court of Justice of the European Union (CJEU), European Court of Human Rights (ECtHR);
- Demonstrated capacity for thorough analysis, clear communication and well-structured writing skills;
- High ability for multitasking and managing several simultaneous projects within given deadlines paired with demonstrated flexibility and willingness to work on diverse types of tasks;
- Very good organisational skills and a sense of responsibility;
- Proven ability to work autonomously and as part of a team;
- Very good level of written and spoken English, which is the main working language of the EDPB, EDPS and the EDPB Secretariat.

Advantageous

- Knowledge and previous experience of litigation in the field of data protection law (e.g. before national data protection authorities 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;
- 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 by **11 January 2023 at 12:00 (Brussels time)**:

- CV and cover letter detailing why you are suitable for this role;
- the completed application form;
- an official document attesting your status as an official (category, grade); the different posts held in the EU institutions, bodies and agencies, and a copy of your last two staff evaluation reports; or an official document from EPSO attesting that you are a laureate of an “Administrator” competition.

All supporting documents, such as references, 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 recommend the most suitable candidates for recruitment for the job openings of this vacancy notice.

OTHER IMPORTANT INFORMATION

Equal opportunities

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

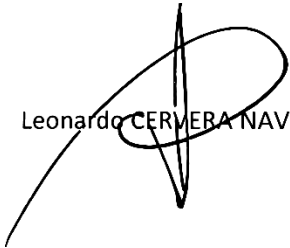
As such, the EDPB and the EDPS welcome all applications without discrimination on grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of national minority, property, disability, age, gender identity or sexual 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, 15 December 2022


Leonardo CERVERA NAVAS