



EUROPEAN  
DATA PROTECTION  
SUPERVISOR

VACANCY  
NOTICE

The EDPS is looking for

## Legal Officers - Data Protection

Vacancy notice n°	EDPS-FO-4-2023
Type of post	AD official
Grade	AD5-AD9
Number of job openings	2
Publication under	Article 29(1)(a), (b) and (c) of the Staff Regulations
Place of employment	Brussels (Belgium)
Deadline for applications	22/02/2023 (Brussels time GMT+1) at 12:00 midday

### WHO ARE WE?

#### The EDPS - a young and dynamic institution

The European Data Protection Supervisor (EDPS), a young EU institution established in 2004, in Brussels, Belgium, is the independent data protection authority of the EU institutions and the advisor of the EU legislator on data protection matters. We strive to be an impartial centre of excellence in order to embed a strong data protection culture in the EU institutions and the legislation emanating from them. We also closely follow technological developments and try to anticipate their impact on the privacy of individuals. Our organisation employs about 120 staff members, most of whom are EU officials, but we also welcome Contract Agents and Seconded National Experts, working full-time or part-time.

#### The EDPS - a great place to work

We value a strong culture of respect, 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 create a healthy organisational climate and to strike a good work-life balance. To achieve this, we offer various 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 initiatives 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 **Supervision and Enforcement Unit**. The unit monitors the processing of personal data by the EU administration and ensures that Union institutions, offices, bodies and agencies (EUI's) comply with data protection rules. Our core tasks range from conducting investigations and audits to handling complaints and prior consultations on processing operations. We decide on the best way to address identified issues, and we enforce the law, which includes using the EDPS' corrective powers, including administrative fines and litigation in the EU courts.

As a Legal Officer in the Supervision and Enforcement Unit, your main responsibilities will include:

- Monitoring compliance of the data protection rules by Union institutions, offices, bodies and agencies, including through investigations and enforcement actions, in line with the EDPS strategy 2020-2024;
- Handling of complaints from individuals or data protection associations relating to the processing of personal data by the EUIs;
- Handling of consultations and authorisations, incl. on transfers, from EUI's relating to their processing of personal data;
- Conducting of and participation in data protection investigations and audits, including in the context of Schengen evaluations;
- Developing and maintaining expertise related to data protection in various areas of EU law, including AI and digital regulation, as well as police and judicial cooperation in criminal matters, interoperability and large-scale IT systems;
- Engaging with internal and external stakeholders, in particular EUI Data Protection Officers, or national data protection authorities, either directly or through the European Data Protection Board (EDPB);
- Taking part in the work of the expert subgroups of the EDPB including through attendance at meetings and contributing to the drafting of documents;
- Contributing to the Unit's relations with other EU institutions and bodies; representing the EDPS in external meetings, and, where appropriate, in public events;
- You may also be required to carry out additional tasks when necessary and in the interest of the service. These activities may require missions away from Brussels.

## 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;
- Good knowledge of the data protection legislation and relevant case law of the Court of Justice of the EU;
- Good 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;
- Very good problem-solving skills and creativity in proposing possible solutions in compliance with the applicable rules;
- Proven capacity for analysis and excellent writing skills;
- Demonstrated resilience in view of high workload periods and the ability to respond quickly and decisively in the case of urgencies;
- Very good organisational and prioritising skills in a very varied workload with demanding deadlines;
- High ability to work collaboratively;
- Very good level of written and spoken English, which is the main working language of the EDPS and the EDPB Secretariat.

### Advantageous

- Experience in a EUI, in particular with exposure to internal decision-making and legislative processes;
- Proven experience in complaints handling, conducting administrative and/or criminal investigations, and/or audits, and/or litigation in national or EU courts;
- Proven experience with and knowledge of specific EU data protection legislation applicable to EUIs in the area of Freedom, Security and Justice, such as the EU Agency for Law Enforcement Cooperation (Europol), the EU Agency for judicial cooperation (Eurojust), and the European Public Prosecutor’s Office (EPPO).

## HOW TO APPLY?

Interested in this position? Please send to [EDPS-selections@edps.europa.eu](mailto:EDPS-selections@edps.europa.eu) by **22 February 2023 at 12:00 midday (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

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 the selection panel will assess each candidate's performance. In addition, a second interview or written tests may be carried out. At the EDPS we aim for all selection panels to have a gender-balanced composition.

## OTHER IMPORTANT INFORMATION

### Equal opportunities

The EDPS is committed to promoting diversity, inclusion, and giving everyone equal opportunities to succeed.

As such, the EDPS welcomes 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](#).

**Join us in shaping a safer digital future!**

Brussels, 01/02/2023

Leonardo CERVEBA NAVAS

