



**EUROPEAN
DATA PROTECTION
SUPERVISOR**

**VACANCY
NOTICE**

The EDPS is looking for

Legal Officers - Data Protection

Vacancy notice n°	EDPS-11-2023-CA
Type of post	Contract Agent (1 year renewable)
Grade	FGIV
Number of posts	3
Publication under	Article 3b of the CEOS
Place of employment	Brussels (Belgium)
Deadline for applications	25/05/2023 (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:

- Advising EUIs on the application of relevant EU legislation on data protection, e.g. by drafting replies to consultations, supervisory opinions, and authorisations for international data transfers;
- Informing and advising data subjects on their rights and obligations;
- Performing data protection inspections and audits;
- Dealing with complaints and other requests of data subjects, and conduct investigations; drafting the relevant decisions;
- Cooperating with the Data Protection Officers of the EUIs;
- Cooperating with other Data Protection Authorities, e.g. through the European Data Protection Board (EDPB) or Coordinated Supervision Committee (CSC) meetings;
- Representing the EDPS externally;
- Contributing to EDPS knowledge management;

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:

- 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.

Selection criteria

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

Essential:

- At least two years of relevant professional experience as a legal officer/lawyer, preferable in the field of data protection;
- Good knowledge of the EU legislation on data protection and its implications for EUIs;
- Proven 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 level of written and spoken English, which is the main working language of the EDPS and the EDPB Secretariat;
- Good communication and drafting skills;
- Ability to work in a proactive and autonomous way;
- Strong organisational skills and deadline management;
- Ability to work in a team and engage with colleagues and stakeholders;
- Problem solving attitude and ability to discuss and communicate solutions;
- Capacity to deliver in a structured way.

Advantageous

- Working experience in a EUI, in particular with exposure to internal decision-making, legislative processes;
- Proven knowledge of specific EU data protection legislation applicable to EUIs in the area of Freedom, Security and Justice (e.g. Europol, Eurojust, EPPO, Frontex);
- Proven experience in conducting data protection audits, complaints handling, conducting administrative investigations, and/or litigation in national or EU courts;
- Proven experience in the area of international data transfers, including on the legal and technical aspects of the implementation of the relevant transfers tools, international legal instruments in the area of privacy and data protection and / or data protection legal frameworks of third countries.

HOW TO APPLY?

Interested in this position? Please send to EDPS-selections@edps.europa.eu by **25 May 2023 at 12:00 midday (Brussels time)**:

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

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, 25 April 2023



Leonardo CERVERA NAVAS