



The European Data Protection Board is looking for **1 Legal assistant**

Vacancy notice n°	03-2023-EDPB-CA
Type of post/type of contract	Contract Agent (1 year renewable)
Grade/function group	GFIII
Number of job openings	1
Publication under	Article 3b of the CEOS
Place of employment	Brussels (Belgium)
Deadline for applications	07/06/2023 (Brussels time GMT+1) at 12:00 Midday

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 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 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;
- 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 EDPB Secretariat.

As a Legal Assistant, your main responsibilities will include:

- Supporting the EDPB Secretariat Legal teams which provides analytical support to the members of the EDPB, in particular by contributing to the drafting of EDPB-related documents (e.g., opinions, guidelines, binding decisions) and by supporting coordination between the legal teams and other teams or other relevant stakeholders;
- Assisting with EDPB plenary and expert subgroups meetings, including by supporting the organisation and preparation of meetings, attending meetings and taking minutes;
- Performing legal research on various topics related to data protection and procedural aspects of EU law;
- Contributing to the internal knowledge base of the EDPB Secretariat, including by drafting summaries of CJEU and ECtHR case-law;
- Assisting with updating the EDPB public registers of consistency decisions and of final decisions taken by the supervisory authorities in the context of the cooperation mechanism (Article 60 GDPR), in particular by drafting summaries of such decisions;
- Supporting the record manager in relation to management of case files related to legal activities;
- Contributing to providing legal advice and assistance to the EDPB Secretariat Communications team on requests for information from the public and on the EDPB website;
- Supporting the handling and assessment of access to documents requests addressed to the EDPB under Regulation 1049/2001;
- Assisting in organising internal meetings and other activities, and taking minutes/notes;
- You may also be required to carry out additionally tasks when necessary and in the interest of the service.

OUR ELIGIBILITY AND SELECTION CRITERIA

Eligibility criteria

For your application to be considered, you must meet the following criteria by the deadline for submitting applications¹:

- A level of post-secondary education attested by a diploma or a level of secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of at least three years;
- Candidates for this Contract Agent position must have passed the EPSO Permanent CAST by the end of the recruitment process and are therefore encouraged to create a corresponding EPSO profile already with their application.

Selection criteria

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

Essential

- At least 1 year of relevant professional experience as legal assistant, preferably in the domain of data protection;
- University degree, preferably in the field of law.
- 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 to data protection;
- High capacity for analysis paired with very good communication and writing skills to deliver in a structured way;
- Very good ability of multitasking and to complete several simultaneous files within set deadlines, while demonstrating flexibility to adjust to evolving circumstances;
- Very good organisational skills and ability to work autonomously combined with a strong sense of teamwork;
- Good computer skills including a sound knowledge of MS Office package;
- Very good level of written and spoken English, which is the main working language of the EDPS and of the EDPB.

Advantageous

- Good knowledge of applicable data protection law and previous experience in assisting with GDPR compliance assessments and/or litigation cases in the domain of data protection;
- Previous relevant professional experience in an EU institution or body;

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.

HOW TO APPLY?

Interested in this position? Please send to EDPS-selections@edps.europa.eu by **7 JUNE 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 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 European Data Protection Supervisor (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.

OTHER IMPORTANT INFORMATION

Equal opportunities

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

As such, the EDPB and 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](#).



Leonardo CERMEBA NAVAS