



The European Data Protection Board is looking for

Technology and Security Officer

Vacancy notice n°	03-2024-EDPB-CA
Type of post/type of contract	Contract Agent (1 year renewable)
Grade/function group	GFIV
Number of job openings	1
Publication under	Article 3b of the CEOS
Place of employment	Brussels (Belgium)
Deadline for applications	06/03/2024 (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

The job vacancy is in the EDPB Secretariat. The unit in charge of providing analytical, administrative and logistical support to the European Data Protection Board. The job holder will work under the authority of the Chair of the EDPB, the Head of the EDPB Secretariat and under the supervision of the head of the IT sector, contributing to the sector's core activities. These include developing and maintaining IT solutions that enhance cooperation, collaboration, and communication among EDPB and its Secretariat. Acting as the main contact for IT enquiries, the sector is responsible for developing and adjusting IT strategies to integrate emerging technologies and enhance existing systems. It keeps an eye on potential threats, plans mitigations, and raise awareness among staff members. Furthermore, the sector provides training on various IT tools to users. It plays a key role in facilitating the IT needs of EDPB plenary and expert subgroup meetings, ensuring smooth and efficient communication processes.

As a technology and security officer, your main responsibilities will include:

- Ensuring EDPB's compliance with relevant cybersecurity laws and regulations, in particular Regulation 2023/2841; updating IT security policies as necessary. This involves in particular the establishment of an internal cyber-security risk management, governance and control framework, as well as a cybersecurity maturity assessment.
- As Local Information Security Officer (LISO), you will be responsible for documenting, assessing, and responding to IT security incidents, collecting evidence, analyzing root causes, and recommending preventive actions and lessons learned. This also implies to be the EDPB's primary contact person for all IT security matters and facilitating communication with internal and external stakeholders on those matters.
- Developing and conducting training and awareness programs in IT security for staff.
- Providing strategic advice on cybersecurity
- Participating in EDPB expert sub groups meetings relating to IT matters
- Collaborating with other European institutions and bodies, sharing information and best practices.

You may also be required to carry out additional 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 education corresponding to completed university studies of at least 3 years attested by a diploma, related to the nature of the duties and appropriate professional experience of at least three years;
- Candidates for this Contract Agent position must have passed the relevant 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

- Strong knowledge of IT systems, network security, encryption, data protection technologies, and security software tools;
- More than three years of experience in cybersecurity, handling access policies, incident response, risk assessment, and compliance;
- Experience in risk assessment and risk treatment;
- Ability to manage security breaches and incidents, including response planning and investigation;
- Strong communication and interpersonal skills for stakeholder interaction and technical concept explanation;
- Ability to manage project timelines and deliverables, ensuring alignment with overall IT strategies;
- Strong analytical and problem-solving abilities;
- A very good level of written and spoken of English, the main working language of EDPB.

Advantageous

- Knowledge or/and experience with cybersecurity laws, regulations, and standards like GDPR, Regulations 2023/2841, and/or ISO 27001/27002, etc.;
- Professional certifications such as CISSP, CISM, or other relevant IT security certifications;
- Previous relevant professional experience in an EU institution or body and knowledge of other official languages of the European Union.

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 **06/032024 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.

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](#).

Brussels, 7 February 2024