



**EUROPEAN
DATA PROTECTION
SUPERVISOR**

**VACANCY
NOTICE**

The EDPS is looking for a
LEGAL OFFICER

Vacancy notice n°	10-2024-EDPS-TA
Type of post/type of contract	TA (contract duration 4 years maximum, renewable once)
Grade/function group	6
Publication under	Articles 2(b) and 8 of the Conditions of Employment of Other Servants of the EU (CEOS)
Place of employment	Brussels (Belgium)
Deadline for applications	01/04/2024 (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 initiative to the table;
- enjoys engaging constructively with stakeholders, based on our core values: integrity, impartiality, transparency and pragmatism.

ABOUT THE POSITION

Our job vacancy is in the **Office of the Secretary General (SecGen)**. The Office of the SecGen supports him on a day-to-day basis according to his needs and priorities. Inter alia, the members of the Office of the SecGen advise and assist him in the management of the files, providing support in external events, and organise the day-to-day work. The members of the office accompany the SecGen to meetings and are responsible for his relationships with other EUIs.

As Legal Officer to Secretary General, you will work under the guidance of the Head of the Office of the Secretary General and your main responsibilities will include:

- Advising and assisting the Secretary General in his day-to-day tasks;
- Performing legal review and quality control of documents submitted for the approval, decision or signature of the Secretary General by all EDPS units;
- Providing legal and policy analysis and advice orally or in writing;
- Coordinating, monitoring and evaluating projects of the institution;
- Drafting and/or reviewing speeches for the Secretary General's public engagements;
- Accompanying the Secretary General when representing, communicating or negotiating the EDPS position in meetings with representatives of EU institutions and external stakeholders;

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 eligible, you must be a national of a Member State of the European Union and meet the following criteria by the deadline for submitting applications¹:

Qualifications²:

- A level of education corresponding to completed university studies of at least three years, attested by a diploma, in the field of law.
- Professional experience of at least 4 years in the field of law and of at least 1 year of relevant professional experience in a national public body or an EU institution, body, office or agency.

¹ 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.

² Only qualifications awarded by EU Member State authorities or qualifications recognised, as equivalent by the relevant authorities will be taken into consideration. Qualifications/diplomas awarded until 31/12/2020 in the United Kingdom are accepted without further recognition.

Selection criteria

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

Essential

- 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 knowledge of Regulation (EU) 2018/1725 and Regulation (EU) 2016/679, as well as other privacy legislation and practical experience in its application;
- Practical experience in providing legal advice on data protection and/or EU administrative law to senior management;
- Practical experience in coordinating the work of multiple stakeholders, monitoring and evaluating the organisation's/ institution's projects; Ability to foster cooperation across sectors and units;
- Excellent problem-solving skills and creativity in proposing possible solutions in compliance with the applicable rules;
- Resilience in view of high workload periods and the ability to respond quickly and decisively in the case of urgency; we need someone who can prioritise competing issues and tasks in a very varied workload and contribute effectively as part of a team, often with demanding deadlines;

Advantageous

- Proven experience in providing legal and policy advice to senior management of an EU institution or body, including on corporate governance;
- Practical experience in the area of supervision and enforcement of fundamental rights, in particular privacy and data protection;
- Experience as speech writer or briefing coordinator to senior management of an EU institution or body;
- Strong interpersonal skills and ability to interact smoothly and efficiently with multiple internal and external stakeholders.

HOW TO APPLY?

Interested in this position? Please send to EDPS-selections@edps.europa.eu by **01/04/2024 at 12:00 midday (Brussels time)**:

- CV (preferably in Europass format) and cover letter detailing why you are suitable for this role;
- the completed application form;

Only duly completed applications submitted electronically within the deadline will be taken into consideration.

Candidates are strongly advised not to wait until the last day to submit their applications, since heavy internet traffic or internet connection issues could lead to difficulties in submission. The EDPS cannot be held responsible for any delay due to such difficulties.

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.

To ensure the Selection Panel's independence, it is strictly forbidden for candidates to contact any of its members on any matter related to the selection procedure. All inquiries or correspondence must be exclusively conducted via the functional mailbox

edps-selections@edps.europa.eu. Candidates may be disqualified at any stage of the selection procedure if they contact or attempt to contact a member of the Selection Board of the competition unless explicitly authorised.

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 19/03/2024

Leonardo CERVERA NAVAS