



The European Data Protection Board is looking for a
Head of Sector - Information Technology

Vacancy notice n°	08-2024-EDPB-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	17/07/2024 (Brussels time GMT+1) at 12:00

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 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 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](#)

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 jobholder will work under the authority of the Chair of the EDPB and the Head of the EDPB Secretariat, coordinating the sector's core activities. These include developing and maintaining IT solutions that enhance cooperation, collaboration, and communication between the members of the EDPB, its Chair 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 raises awareness among staff members. Furthermore, the sector provides training on various IT tools to users, such as on Internal market Information System or confluence. 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 Head of sector - Information Technology, your main responsibilities will include:

- Lead the development and implementation of IT strategies, aligning with EDPB's overall objectives;
- Supervise the daily operation of the team of the Information Technology Sector, and of the contractors, to ensure effective management of projects and tasks;
- Draft and plan the budget for the Information Technology sector, while ensuring alignment with EDPB's IT strategy and operational needs;
- Organise the Sector's responsibilities and supervise the efficient delivery of its contributions, to ensure service continuity;

- Assign duties and tasks to the staff of the Sector, determining the efficient division of tasks;
- Supervise and coordinate work and assignments;
- Foster teamwork among staff in the sector, maintain open communication with and within the team, inform staff on all relevant strategic aspects and policy changes;
- Oversee the deployment and maintenance of the different IT systems used by the EDPB and its secretariat;
- Support the hierarchy and propose appropriate solutions and lines to take on matters relating to the activities of the Sector;
- Draft, negotiate, and monitor the execution of SLAs with different service providers, including service providers within the EU institutions;
- Acting as the operational financial officer and financial correspondent for IT matters, managing the execution of budgetary actions, drafting annual budgets, performing budget reviews, and processing changes as needed;
- Manage the procurement process for external providers, from initiation and launching procedures through to closure and acceptance of deliverables;
- Coordinate the EDPB IT Users Expert Subgroup in charge of EDPB's IT systems, including organizing meetings, preparing agendas, chairing discussions, facilitating the debate, and gathering feedback for IT systems enhancements;
- Oversee IMI electronic procedures that cover various provisions of the GDPR, including Articles 56, 60, 61 62, 64, 65 and 66; Monitor and enhance these procedures to align with members' needs;
- Provide both second and third line support for the internal market information system (IMI) and EDPB's Confluence instance:
- Implement changes in IT systems used by the EPDB, such as the Internal Market Information System, Drupal and Confluence, ensuring they meet EDPB's business needs and enhance workflows. This includes analysis, creation of data structures, new forms, and coordination with other EUI technical teams;
- Facilitate the IT needs of EDPB plenary and expert subgroup meetings, ensuring smooth and efficient communication processes including the preparation and management of the votes during plenary sessions;
- Collaborate with the relevant stakeholders to ensure compliance with relevant regulations in the field of data protection and cybersecurity;
- Develop and conduct trainings and awareness programs related to IT tools for EDPB and its Secretariat.
- Elaborate statistical reports on the use of the different IT systems, such as from the use made by data protection authorities in the Internal market Information System;
- Collaborate with other European institutions and bodies, sharing information and best practices on IT matters;

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 and professional experience:

A level of education corresponding to completed university studies of at least three years, attested by a diploma, in the field of IT.

Professional experience of at least 5 years in coordinating teams of IT officers and of at least 1 year of relevant professional experience in a national public body or an EU institution, body, office or agency.

Selection criteria

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

Essential

- Experience in developing and implementing IT solutions for cross-border cooperation between national administrations, particularly in the context of ensuring compliance with EU legislation;
- Experience in managing and using information exchange systems connecting EU national authorities in the context of enforcing EU laws;
- Experience in managing IT support;
- Knowledge of procurement processes from initiation to closure;
- Experience in drafting and negotiating SLAs;
- Experience in drafting and planning annual or multi-annual budget;
- Very good communication skills, with the ability to explain technical matters in simple terms;
- Very good interpersonal skills for team coordination and stakeholders interaction;
- Excellent planning, organisational and multitasking skills to ensure respect of timelines, paired with a sense of initiative, responsibility and resilience;
- A keen sense of team spirit and positive attitude;
- Good hands-on technical knowledge of the functioning of the Internal market Information System, and content management systems, such as Drupal and Confluence.
- Strong analytical and problem-solving abilities;
- A very good level of written and spoken of English, the main working language of EDPB.

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.

Advantageous

- Certifications in IT frameworks such as PRINCE2, ITIL, TOGAF, or COBIT;
- Knowledge of GDPR cooperation and consistency mechanisms ;
- Knowledge of other official languages of the European Union.

HOW TO APPLY?

Interested in this position? Please apply via the following link by **17/07/2024 at 12:00 midday (Brussels time)**:
https://ec.europa.eu/eusurvey/runner/Application_form_VN-08-2024-EDPB-TA-IT_Head_of_Sector

You will have to **complete the online application form and upload the following documents**:

- Cover letter detailing why you are suitable for this role (PDF format of maximum size of 1MB);
- CV (preferably in Europass format);

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.

Do not hesitate to contact edps-selections@edps.europa.eu in case you have any questions.

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, on 03/07/2024