

EUROPEAN DATA PROTECTION SUPERVISOR

The European Data Protection Supervisor has decided to hire a Contract Agent Function group III (article 3b of the Conditions of employment of other servants of the European Union).

EMPLOYMENT: SECRETARIAT OF THE EUROPEAN DATA PROTECTION SUPERVISOR

1 COMMUNICATION ASSISTANT (F/M) - Information and Communication Sector

CATEGORY AND GRADES: Contractual Agent GF III (duration of contract 4 months)

PLACE OF EMPLOYMENT: BRUSSELS

JOB DESCRIPTION:

The EDPS is an independent supervisory authority with the task to ensure that the institutions and bodies of the European Union respect the right to privacy when they process personal data or develop new policies.

Acting under the authority of the Supervisor, Assistant Supervisor and Director, the officer will take part in a number of tasks in accordance with the instructions of the Head of the Information & Communication Sector. The selected candidate will be assisting in the information and communication activities, including:

- General public
 - drafting replies to requests for information and advice
 - handling requests for study visits and taking care of organisational aspects
- Media relations
 - organising/coordinating/following up press interviews, with a focus on Italian media
 - coordinating the production of press releases
 - handling requests from press
 - organising press events (conferences, meetings)
 - ensuring the publication of the weekly internal press review
 - assisting in the production and distribution of communication tools (e.g. videos)
- Events
 - contributing to the organisation of awareness-raising events
 - coordination of the EDPS exhibition stand at EU Open Day



EUROPEAN DATA PROTECTION SUPERVISOR

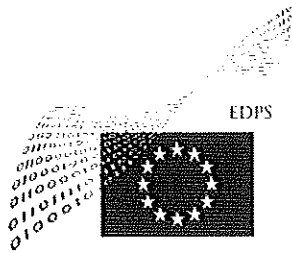
- Publications
 - contributing to the production of EDPS publications (e.g. factsheets, newsletter), including contact with OPOCE (Publications Office)
 - contributing to the production of the Annual Report, including contact with OPOCE (Publications Office)

- Online communication activities
 - assisting in the day-to-day management and update of EDPS website (content management in the three working languages)
 - assisting in the use of social media (EDPS account on Twitter and LinkedIn)
 - EDPS Intranet: ensuring that Press and Information section is up to date
 - preparing the migration of the EDPS website to the EC Drupal Next Europa CMS

- Documentation
 - managing the EDPS library

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- in the field related to the position, secondary education successfully completed and attested by a diploma, or equivalent professional qualifications;
- to have good writing and organisational skills and experience in press office work including small deadlines;
- to have good computer skills: experience relating using MS Office (specially Word, PowerPoint, Excel), social networks and Web Content Management Software: Jahia will be an advantage, as well as Drupal;
- experience in organisation of events and public speeches;
- to have a sufficient knowledge of the structure and functioning of the European Union and its main communication events;
- to have the ability and to be ready to work in a small team in the dynamic environment of a new institution;
- a thorough knowledge of one of the official languages of the European Union and good knowledge of another EU language. For practical reasons, a good knowledge of English is necessary and of French desirable. Fluent knowledge of Italian would be considered as a major asset.

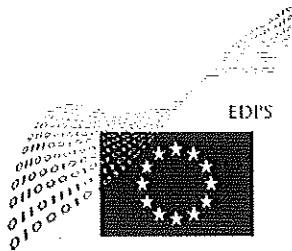


EUROPEAN DATA PROTECTION SUPERVISOR

SELECTION:

The Selection Panel, assisted by the Human Resources team, will screen the eligible candidates from the spontaneous applications received and from the available CAST lists. The candidates preselected will be invited to an interview.

Brussels, 16th of March 2016



EUROPEAN DATA PROTECTION SUPERVISOR

The European Data Protection Supervisor has decided to hire a Contract Agent Function group II (article 3b of the Conditions of employment of other servants of the European Union).

EMPLOYMENT: SECRETARIAT OF THE EUROPEAN DATA PROTECTION SUPERVISOR

1 ADMINISTRATIVE ASSISTANT (F/M) - Records Management Sector

CATEGORY AND GRADES: Contractual Agent GF II (1 year contract, renewable)

PLACE OF EMPLOYMENT: BRUSSELS

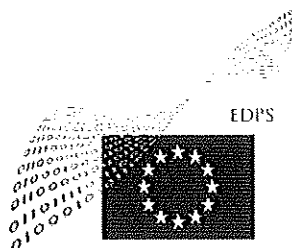
JOB DESCRIPTION:

The EDPS is an independent supervisory authority with the task to ensure that the institutions and bodies of the European Union respect the right to privacy when they process personal data or develop new policies.

Acting under the authority of the Supervisor, Assistant Supervisor and Director, the contract agent will take part in a number of tasks in accordance with the instructions of the Head of the Records Management Sector, and in close cooperation with the other team members.

The tasks include:

- Registration of incoming and outgoing correspondence (electronic and in paper) and internal dissemination of information to relevant departments / staff members as appropriate;
- Filing and archiving electronic and paper documents;
- Collection of documents in connection with internal and external meetings as well as general references materials;
- Preparation and quality check of documents using Word, Power Point, and Excel;
- Secretarial support in connection with travel and missions;



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- Provide support for the organisation and budgetary requests related to meetings, including reservation of rooms and catering orders;
- Functional mailbox management.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- in the field related to the position, secondary education successfully completed and attested by a diploma, or equivalent professional qualifications;
- work experience as an Administrative Assistant will be considered as an advantage;
- good computer skills: experience relating using MS Office (specially Word, PowerPoint, Excel), Outlook and Mips;
- a sufficient knowledge of the structure and functioning of the European Union and of its institutions, in relation with the position;
- to have the ability and to be ready to work in a small team in the dynamic environment of a new institution;
- a thorough knowledge of one of the official languages of the European Union and good knowledge of another EU language. For practical reasons, a good knowledge of English is necessary and of French desirable. Knowledge of other official languages would be considered as an advantage.

SELECTION:

The Selection Panel, assisted by the Human Resources team, will screen the eligible candidates from the spontaneous applications received and from the available CAST lists. The candidates preselected will be invited to an interview.

Brussels, 4th of April 2016



EUROPEAN DATA PROTECTION SUPERVISOR

The European Data Protection Supervisor has decided to hire a Contract Agent Function group II (article 3b of the Conditions of employment of other servants of the European Union).

EMPLOYMENT: SECRETARIAT OF THE EUROPEAN DATA PROTECTION SUPERVISOR

1 ADMINISTRATIVE ASSISTANT (F/M) - Records Management Sector

CATEGORY AND GRADES: Contractual Agent GF II (1 year contract)

PLACE OF EMPLOYMENT: BRUSSELS

JOB DESCRIPTION:

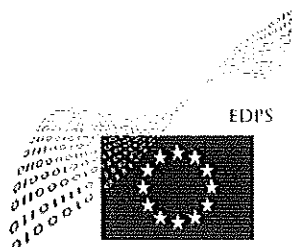
The EDPS is an independent supervisory authority with the task to ensure that the institutions and bodies of the European Union respect the right to privacy when they process personal data or develop new policies. The Ethics Advisory Group is an external advisory group on the ethical dimensions of data protection, which secretariat is provided by the EPDS.

Acting under the authority of the Supervisor, Assistant Supervisor and Director, the contract agent will be a member of the Records Management Sector. He/she will act under the instructions of the Secretary of the Ethics Advisory Group (EAG) when performing those tasks or otherwise under the instructions of the Head of the Records Management Sector, in close cooperation with the other team members.

The tasks include:

Principal tasks - Ethics Advisory Group:

- Provide support for the organisation of events and external meetings and as well budgetary requests related to meetings of the EAG, including reservation of rooms and catering orders, etc.;
- Registration of incoming and outgoing correspondence (electronic and in paper) and internal dissemination of information to relevant departments / staff members as appropriate;
- Filing and archiving electronic and paper documents;
- Collection of documents in connection with internal and external meetings as well as general references materials;
- Preparation and quality check of documents using Word, Power Point and Excel;



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- Secretarial support in connection with travel and missions;
- Functional mailbox management;
- Reimbursement of experts.

Secondary tasks - Records Management Sector:

- Registration of incoming and outgoing correspondence (electronic and in paper) and internal dissemination of information to relevant departments / staff members as appropriate;
- Filing and archiving electronic and paper documents;
- Collection of documents in connection with internal and external meetings as well as general references materials;
- Preparation and quality check of documents using Word, Power Point, and Excel;
- Secretarial support in connection with travel and missions;
- Provide support for the organisation and budgetary requests related to meetings, including reservation of rooms and catering orders;
- Functional mailbox management
- Under the instructions of the Head of the Records Management Sector, he/she will provide assistance to other teams when required;

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- in the field related to the position, secondary education successfully completed and attested by a diploma, or equivalent professional qualifications;
- work experience as an Administrative Assistant will be considered as an advantage;
- excellent planning and organisation skills;
- capacity to work autonomously;
- good computer skills: experience relating using MS Office (specially Word, PowerPoint, Excel), Outlook and Mips;
- a sufficient knowledge of the structure and functioning of the European Union and of its institutions, in relation with the position;
- to have the ability and to be ready to work in a small team in the dynamic environment of a young institution;
- a thorough knowledge of one of the official languages of the European Union and good knowledge of another EU language. For practical reasons, a good knowledge of English is necessary and of French desirable. Knowledge of other official languages would be considered as an advantage.

SELECTION:

The Selection Panel, assisted by the Human Resources team, will screen the eligible candidates from the spontaneous applications received and from the available CAST lists. The candidates preselected will be invited to an interview.

Brussels, XX of April 2016



CHRISTOPHER DOCKSEY
DIRECTOR

NOTICE OF VACANCY N° 1/2016

(Publication under Article 29, paragraphs 1 a) b) and c) of the Staff Regulations)

The European Data Protection Supervisor (EDPS) has decided to fill a vacancy in his establishment plan for the grades AST-SC2

**EMPLOYMENT : SECRETARIAT OF THE EUROPEAN DATA PROTECTION SUPERVISOR
RECORDS MANAGEMENT SECTOR**

1 SECRETARY (F/M)

CATEGORY AND GRADES : AST-SC2

PLACE OF EMPLOYMENT : BRUSSELS

JOB DESCRIPTION :

The EDPS is an independent supervisory authority with the task of ensuring that the institutions and bodies of the European Union respect the right to privacy when they process personal data or develop new policies. The Records Management Sector (RMS) is composed of a Head of Sector and secretaries is in charge of the archives and documents management of the Institution and it is providing secretarial and administrative support to Members and staff of the Institution.

The candidate must have good knowledge of the functioning of the European Institutions and will be tasked with contributing colleagues and management's effectiveness by providing a wide range of administrative support. S/he should be able to work both independently and as a part of a team.

A high level of professionalism, flexibility and confidentiality are crucial to this role; the candidate must have the ability to work in a discreet manner with high written and communication skills as well attention to the details.

The selected candidate will work as an Administrative Assistant for the Director and staff members, assisting them in their daily activities.

Acting under the authority of the Supervisor, Assistant Supervisor and Director, the official will take part in a number of tasks in accordance with the instructions of the Head of the RMS and in close cooperation with the other team members. In particular, her/his tasks will include:

- Agenda management;
- Functional mailbox management;
- Registration of incoming and outgoing correspondence (electronic and in paper) and internal dissemination of information to relevant departments / staff members as appropriate;
- Collection of documents in connection with internal and external meetings as well as general reference materials;

- Preparation and quality check of documents using Word, Excel and / or PowerPoint.
- Logistics in connection with travel and missions;
- Provide support for the organisation, budgetary requests and reporting of meetings, including reservation of rooms, catering orders;
- Secretarial support to the Director.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- 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,
- Very good computer skills, experience in using MS Office (specially Word, PowerPoint, Excel), Outlook and MIPS, practical knowledge of Case Management Systems will be considered as an advantage,
- Work experience as an Administrative Assistant in the EU institutions and experience providing support to senior management will be considered as advantages;
- Sufficient knowledge of the structure and functioning of the European Union and of its institutions, in relation with the position;
- Ability and to work in a small team in the dynamic environment of a new institution;
- Sense of responsibility, organisation, initiative, confidentiality;
- Thorough knowledge of one of the official languages of the European Union and good knowledge of another EU language. For practical reasons, a good knowledge of English is necessary and of French desirable. Knowledge of other official languages would be considered as an advantage.

ADMISSIBILITY :

Officials of the Institutions of the European Union in grades AST-SC2 and laureates of competitions who are interested in this position and who think they have the necessary qualifications are invited to send a request for transfer/their application to the functional mailbox Recruitment@edps.europa.eu. For more information, please contact Mrs Luisa PALLA Head of the Records Management Sector, tel. +32 (0) 2.283.19.36.

For an application to be considered valid, candidates must submit:

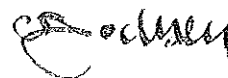
- a detailed curriculum vitae
- the application form
- an official document attesting the status of an official (category, grade), the different posts held in the EU institutions and bodies, and a copy of the last two evaluation reports or, for EU competition laureates, an EPSO attest.

REMARKS :

The EDPS is a young and dynamic institution that applies an equal opportunities policy and is in favour of flexitime and telework for a better conciliation of professional and private life.

DEADLINE FOR SUBMITTING APPLICATIONS: FROM 19/01/2016 TO 29/01/2016

Brussels, 19/01/2016



Christopher DOCKSEY



CHRISTOPHER DOCKSEY
DIRECTOR

NOTICE OF VACANCY N° 2/2016

(Publication under Article 29, paragraphs 1 a) b) and c) of the Staff Regulations)

The European Data Protection Supervisor (EDPS) has decided to fill a vacancy in his establishment plan for the grades AST/SC 1.

EMPLOYMENT : SECRETARIAT OF THE EUROPEAN DATA PROTECTION
SUPERVISOR
HUMAN RESSOURCES BUDGET AND ADMINISTRATION
UNIT

1 SECRETARY (F/M)

CATEGORY AND GRADES : AST/SC 1

PLACE OF EMPLOYMENT : BRUSSELS

JOB DESCRIPTION :

The EDPS is an independent supervisory authority with the task of ensuring that the institutions and bodies of the European Union respect the right to privacy when they process personal data or develop new policies. The Human Resources Budget and Administration Unit (HRBA) is in charge of a number of horizontal processes aimed to ensure the means (human, financial and administrative support) for the smooth functioning of the institution.

Acting under the authority of the Supervisor, Assistant Supervisor and Director, the official will take part in a number of tasks in accordance with the instructions of the Head of the HRBA Unit and the Head of HR Coordination and Planning, and in close cooperation with the other team members. In particular, he or she will be responsible for:

- ✓ Organisation of EDPS events, both internal and with stakeholders (e.g. conferences, workshops, seminars, away days, social activities, etc.), including meetings of the Ethics Advisory Group
- ✓ Providing administrative assistance to the Head of Unit
- ✓ Performing tasks related to administration, such as:
 - Building and IT infrastructure
 - Order of office supply and print shop
 - Management of Service Level Agreements
 - Back up to mission management
- ✓ Other HR, administrative or financial tasks under the supervision of the Head of Unit and/or the Heads of Activity of the HRBA Unit.
- ✓ Providing administrative assistance to the Ethics Advisory Group

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- ✓ 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,
- ✓ Very good computer skills, including software used by the European institutions, and a good knowledge of MIPS and of case management systems would be considered as an advantage,
- ✓ Ability to simultaneously manage files on a variety of fields;
- ✓ Knowledge of the structure and functioning of the European Union;
- ✓ Ability for inter-institutional cooperation;
- ✓ Ability to work in a small team in the dynamic environment of a young institution;
- ✓ Sense of responsibility, organisation, initiative, human relations and communication;
- ✓ Thorough knowledge of one of the official languages of the European Union and good knowledge of another EU language. For practical reasons, a good knowledge of English and French is essential. Knowledge of other official languages would be considered as an advantage.

ADMISSIBILITY :

Officials of the Institutions of the European Union in grade AST/SC1 and laureates of competitions who are interested in this position and who think they have the necessary qualifications are invited to send a request for transfer/their application to the functional mailbox Recruitment@edps.europa.eu. For more information, please contact Ms Sylvie PICARD, Head of activity of the HRBA Unit, tel. +32 (0) 2.283.19.18.

For an application to be considered valid, candidates must submit:

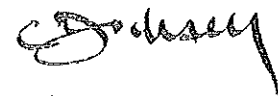
- ✓ a detailed curriculum vitae
- ✓ the application form
- ✓ an official document attesting the status of an official (category, grade), the different posts held in the EU institutions and bodies, and a copy of the last two evaluation reports or, for EU competition laureates, an EPSO attest.

REMARKS :

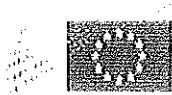
The EDPS is a young and dynamic institution that applies an equal opportunities policy and is in favour of flexitime and telework for a better conciliation of professional and private life.

DEADLINE FOR SUBMITTING APPLICATIONS: FROM 01/03/2016 TO 12/03/2016

Brussels, 29/2//2016



Christopher DOCKSEY



CHRISTOPHER DOCKSEY
DIRECTOR

NOTICE OF VACANCY N° 3/2016

(Publication under Article 29, paragraphs 1 a) and b) of the Staff Regulations - Transfer)

The European Data Protection Supervisor (EDPS) has decided to fill a vacancy in his establishment plan for the grades AD6.

**EMPLOYMENT: SECRETARIAT OF THE EUROPEAN DATA PROTECTION SUPERVISOR
UNIT POLICY AND CONSULTATION**

1 ADMINISTRATOR/LEGAL OFFICER SPECIALISED IN DATA PROTECTION (F/M)

CATEGORY AND GRADES : AD6

PLACE OF EMPLOYMENT : BRUSSELS

JOB DESCRIPTION :

The EDPS is the independent supervisory authority with the task of ensuring that the institutions and bodies of the European Union respect the rights to privacy and protection of personal data when they process personal data or develop new policies.

The Policy and Consultation Unit is in charge of the consultation of the European institutions in any field of activity. This includes:

- advising the Commission and the other competent bodies on legislative proposals and related documents (such as communications or international agreements) in relation to the processing of personal data. This also includes advising on the review of the data protection legal framework;
- cooperating with the national data protection authorities in the carrying out of their functions both directly and within the group established by Article 29 of the Directive 95/46/EC, as well as maintaining relations with (authorities of) third countries and international organisations.

Acting under the authority of the Supervisor, Assistant Supervisor and Director, the legal officer will, in accordance with the instructions of the Head of the Policy and Consultation Unit, take part in a number of tasks contributing to developing and implementing the policy of the EDPS as regards the activity of the Policy and Consultation Unit, in particular in assisting in the setting up of the secretariat of the European Data Protection Board and the activities of the secretariat for the supervision of coordination groups.

The tasks include:

- follow the developments of EU policy that may have an impact on the protection of personal data;
- advise the Commission and the other competent bodies on legislative proposals and related documents (such as communications or international agreements) in relation to the processing of personal data;
- draft opinions and other documents for the Supervisor;
- assist the Head of Unit regarding the setting up of the secretariat of the European Data Protection Board and the activities of the secretariat for the supervision of coordination groups;
- cooperate with national data protection authorities in the carrying out of their functions both directly and within the group established by Article 29 of the Directive 95/46/EC;
- contribute to the Unit's activities on the review of the data protection legal framework and the relations with the institutions of the European Union;
- represent the EDPS in external meetings, and, where appropriate, in public events."

These activities may require missions away from head office.

We especially look for someone who fits in an informal but professional working environment, where we appreciate collegiality, sharing of information and creativity, and who enjoys engaging constructively with stakeholders, based on our core values: integrity, impartiality, transparency and pragmatism.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- A level of education corresponding to completed university studies in law or a comparable field of study of at least three years, attested by a diploma,
- to have a 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;
- to have a good knowledge of the legislation on data protection and its implications for EU institutions and bodies;
- to have relevant professional experience as well as an extensive capacity for analysis and written expression;
- to have the ability and to be ready to work in a small team in the dynamic environment of a new institution;
- knowledge and previous experience in the field of data protection;
- good knowledge and previous experience in the field of cooperation with Data Protection National Authorities;
- a general knowledge of modern information technology is recommended;
- a thorough knowledge of one of the official languages of the European Union and a good knowledge of another EU language is required. For practical reasons, a good knowledge, preferably active, of English and French is desirable. Knowledge of other official languages would be considered as an advantage.

ADMISSIBILITY :

Officials of the Institutions of the European Union in grades AD6 who are interested in this position and who think they have the necessary qualifications are invited to send a request for transfer to the functional mailbox Recruitment@edps.europa.eu.

For more information, please contact Ms. Sophie Louveaux, Head of Unit Policy and Consultation, tel. +32 (0) 2.283.19.12.

For an application to be considered valid, candidates must submit:

- the application form
- a detailed curriculum vitae
- an official document attesting the status of an official (category, grade), the different posts held in the EU institutions and bodies, and a copy of the last two evaluation reports.

DEADLINE FOR SUBMITTING APPLICATIONS: FROM 16/3/2016 TO 1/4/2016

Brussels, 15th of March 2016



Christopher DOCKSEY

SOME FACTS ABOUT THE EDPS AND OUR STAFF

EDPS: The smallest and youngest of the EU institutions

The EDPS was established in Brussels in 2004. It has about 60 staff members (most of them EU officials but also some contract agents) working full or part time.

EDPS: A great place to work

We believe that a good working environment is a precondition to ensure staff engagement and well-being and that it is essential to strike a good balance between work and private life. To this end we provide staff with a modern working environment using familiar IT tools, a good balance between work and private life (using flexitime and telework), and very little hierarchy or bureaucracy.

EDPS: A place to grow and develop your career in an EU institution

Due to the small size of the institution, our staff enjoys a high level of autonomy and diversity of tasks, working in small, dynamic teams. We have developed an ambitious "Learning & development policy" to foster personal development and to improve personal skills and competencies.

Our staff benefit from the same mobility policy as the larger EU institutions such as the Commission, Parliament and the Council, because the EDPS is treated as an EU institution for the purposes of the Staff Regulations and the Financial Regulation. As a result, staff can transfer their grade, step, seniority and all the other career elements seamlessly between the EDPS and any of these institutions. Indeed, a spell with the EDPS can be a useful career step for officials who would like to work with us for a while and then return to continue their careers long-term within the larger institutions. For example, four of the seven EDPS desk officers who were transferred to the Commission in 2012 and 2013 moved to junior management posts.



CHRISTOPHER DOCKSEY
DIRECTOR

NOTICE OF VACANCY N° 4/2016

(Publication under Article 29, paragraphs 1 a) and b) of the Staff Regulations - Transfer)

The European Data Protection Supervisor (EDPS) has decided to fill a vacancy in his establishment plan for the grades AD6

EMPLOYMENT : SECRETARIAT OF THE EUROPEAN DATA PROTECTION
SUPERVISOR
UNIT SUPERVISION AND ENFORCEMENT

**1 ADMINISTRATOR/LEGAL OFFICER SPECIALISED IN DATA
PROTECTION (F/M)**

CATEGORY AND GRADES : AD6

PLACE OF EMPLOYMENT : BRUSSELS

JOB DESCRIPTION :

The EDPS is an independent supervisory authority with the task of ensuring that the institutions and bodies of the European Union respect the rights to privacy and protection of personal data when they process personal data or develop new policies.

Acting under the authority of the Supervisor, Assistant Supervisor and Director, the officer will take part in a number of tasks in accordance with the instructions of the Head of the Supervision and Enforcement Unit.

The tasks related to ensuring the application of Regulation (EC) 45/2001 may include, in particular:

- conducting prior checks of processing operations likely to present specific risks and consult on the need for such prior checks;
- performing inspections and audits;
- informing and advising EU institutions and bodies on the application of the Regulation;
- informing and advising controllers and data subjects on their rights and obligations;
- handling prima facie inadmissible complaints;
- hearing and investigating complaints and other requests of data subjects and conduct inquiries;
- cooperating with the Data Protection Officers of the EU institutions and bodies;

- representing the institution before the Court of Justice.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- to have successfully accomplished and completed university studies preferably in the field of law attested by a diploma;
- to have a 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;
- a good knowledge of the legislation on data protection and its implications for EU institutions and bodies is considered an asset;
- to have relevant professional experience as well as an extensive capacity for analysis and written expression;
- to have the ability and to be ready to work in a small team in the dynamic environment of a new institution;
- previous experience in the field of data protection will be considered as an advantage;
- a general knowledge of modern information technology is recommended;
- a thorough knowledge of one of the official languages of the European Union and a good knowledge of another EU language is required. For practical reasons, a good knowledge, preferably active, of English and French is desirable. Knowledge of other official languages would be considered as an advantage.

These activities may require missions away from head office.

We especially look for someone who fits in an informal but professional working environment, where we appreciate collegiality, sharing of information and creativity, and who enjoys engaging constructively with stakeholders, based on our core values: integrity, impartiality, transparency and pragmatism.

ADMISSIBILITY :

Officials of the Institutions of the European Union in grades AD6 who are interested in this position and who think they have the necessary qualifications are invited to send a request for transfer to the functional mailbox Recruitment@edps.europa.eu.

For more information, please contact Ms. Ute KALLENBERGER, Acting Head of Unit Supervision and Enforcement, tel. +32 (0) 2.283.19.26.

For an application to be considered valid, candidates must submit:

- the application form
- a detailed curriculum vitae
- an official document attesting the status of an official (category, grade), the different posts held in the EU institutions and bodies, and a copy of the last two evaluation reports.

DEADLINE FOR SUBMITTING APPLICATIONS: FROM 16/3/2016 TO 1/4/2016

Brussels, 15th of March 2016



Christopher DOCKSEY

SOME FACTS ABOUT THE EDPS AND OUR STAFF

EDPS: The smallest and youngest of the EU institutions

The EDPS was established in Brussels in 2004. It has about 60 staff members (most of them EU officials but also some contract agents) working full or part time.

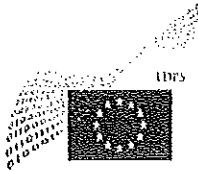
EDPS: A great place to work

We believe that a good working environment is a precondition to ensure staff engagement and well-being and that it is essential to strike a good balance between work and private life. To this end we provide staff with a modern working environment using familiar IT tools, a good balance between work and private life (using flexitime and telework), and very little hierarchy or bureaucracy.

EDPS: A place to grow and develop your career in an EU institution

Due to the small size of the institution, our staff enjoys a high level of autonomy and diversity of tasks, working in small, dynamic teams. We have developed an ambitious "Learning & development policy" to foster personal development and to improve personal skills and competencies.

Our staff benefit from the same mobility policy as the larger EU institutions such as the Commission, Parliament and the Council, because the EDPS is treated as an EU institution for the purposes of the Staff Regulations and the Financial Regulation. As a result, staff can transfer their grade, step, seniority and all the other career elements seamlessly between the EDPS and any of these institutions. Indeed, a spell with the EDPS can be a useful career step for officials who would like to work with us for a while and then return to continue their careers long-term within the larger institutions.



EUROPEAN DATA PROTECTION SUPERVISOR

CHRISTOPHER DOCKSEY
DIRECTOR

NOTICE OF VACANCY N° 5/2016

(Publication under Article 29, paragraphs 1 a) b) and c) of the Staff Regulations)

The European Data Protection Supervisor (EDPS) has decided to fill a vacancy in his establishment plan for the grades AST 1-8.

**EMPLOYMENT : SECRETARIAT OF THE EUROPEAN DATA PROTECTION SUPERVISOR
POLICY AND CONSULTATION UNIT**

1 ASSISTANT (F/M)

CATEGORY AND GRADES : AST 1-8

PLACE OF EMPLOYMENT : BRUSSELS

JOB DESCRIPTION :

The EDPS is an independent supervisory authority with the task of ensuring that the institutions and bodies of the European Union respect the right to privacy when they process personal data or develop new policies. The Unit Policy and Consultation is in charge of the consultation of the European institutions in any field of activity. This includes legislative and non-legislative documents, relations of the European Union with third countries and with the data protection authorities of the Member States and the follow up of technological developments. The Unit coordinates the activities of the EDPS before the Court of Justice of the EU. The Unit is also responsible for the coordinated supervision on the large-scale European information systems.

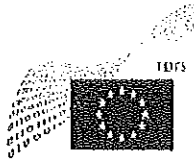
Acting under the authority of the Supervisor, Assistant Supervisor and Director, the officer will take part in a number of tasks in accordance with the instructions of the Head of Unit Policy and Consultation, in close cooperation with all the members of the Unit. These tasks include especially:

Support to the preparation of the European Data Protection Board (EDPB) Secretariat

- organisation of meetings, in particular those of the WP29-EDPB task force and IT task force, including meeting schedule, room facilities and reimbursements of participants;
- preparation of the agenda with the Head of Unit or Head of activity and taking minutes of meetings;
- translation requests.

General activities

- tracking progress of consultation activities with the tools developed for this purpose, as well as by keeping contact with the Records Management Sector that provides the secretariat for the Unit;
- supporting administrators of the Unit, e.g. by drafting minutes of meetings;
- uploading unit documents on the intranet;
- translation requests.



- organisation of expert group (Members States) meetings including reimbursements of experts;
- replacing, where relevant, the other assistant of the Unit, in particular by assisting the Head of Unit in the management of the Unit, and by ensuring the internal and external planning of the activities of the Unit.

Monitoring developments

- assist in the identification of the EDPS Priorities for the year ahead that may have an impact on the protection of personal data on the basis of the European Commission's Work Programme;
- monitor developments concerning the EDPS Priorities;
- follow activities and agendas of EU-institutions and bodies in relevant areas;
- manage the collection of information for cooperation with the national data protection authorities, both within and outside of the Article 29 Working Party established by Directive 95/46/EC and with supervisory bodies charged with safeguarding data protection in the areas of justice and police. This includes work on the transition from Article 29 WP to the European Data Protection Board (EDPB);
- contribute to search on national, European or international legal issues.

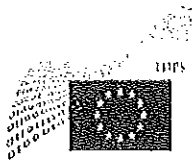
Court proceedings

The official will support the Unit in its tasks relating to Court proceedings in which the EDPS is or may be involved, which includes:

- keeping track of all ongoing procedures in which the EDPS is involved;
- monitoring data protection related activities at the Courts;
- supporting the drawing up of pleadings and other Court documents;
- screening of publications of the Court in the OJ;
- following of the case law of the CJEU as well as the ECtHR and organisation.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- 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;
- Sufficient knowledge of the structure and functioning of the European Union and of its institutions, the treaties and other fields of Union law in relation to the position;
- Sufficient knowledge of legislation or practice concerning data protection would be considered an asset;
- At least three years of professional experience relating to the use of modern (documentary) information technology, and good editorial skills;
- Ability to work in a small team in the dynamic environment of a young institution;
- Sense of responsibility, organisation, initiative, confidentiality;
- Thorough knowledge of one of the official languages of the European Union and good knowledge of another EU language. For practical reasons, a good knowledge of English is necessary and of French desirable. Knowledge of other official languages would be considered as an advantage.



ADMISSIBILITY :

Officials of the Institutions of the European Union in grades AST 1-8 and laureates of competitions who are interested in this position and who think they have the necessary qualifications are invited to send a request for transfer/their application to the functional mailbox Recruitment@edps.europa.eu. For more information, please contact Mrs Sophie LOUVEAUX, Head of Unit Policy and Consultation. tel. +32 (0) 2.283.1912.

For an application to be considered valid, candidates must submit:

- a detailed curriculum vitae
- the application form
- an official document attesting the status of an official (category, grade) and a copy of the last two evaluation reports or, for EU competition laureates, an EPSO attest.

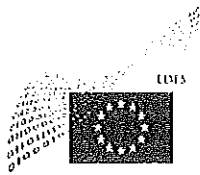
REMARKS :

The EDPS is a young and dynamic institution that applies an equal opportunities policy and is in favour of flexitime and telework for a better conciliation of professional and private life.

DEADLINE FOR SUBMITTING APPLICATIONS: FROM 23/06/16 TO 13/07/2016

Brussels, 23/06/2016


Leonardo CERVIERA NAVAS
Director f.f.



CHRISTOPHER DOCKSEY
DIRECTOR

NOTICE OF VACANCY N° 6/2016

(Publication under Article 29, paragraph 1a) and b) of the Staff Regulations)

The European Data Protection Supervisor has decided to fill a vacancy in his establishment plan at grade AD5-8.

EMPLOYMENT: SECRETARIAT OF THE EUROPEAN DATA PROTECTION
SUPERVISOR
UNIT HR, BUDGET, ADMINISTRATION (HRBA)

1 ADMINISTRATOR, HUMAN RESSOURCES (F/M)

CATEGORY AND GRADE: AD5-8

PLACE OF EMPLOYMENT: BRUSSELS

JOB DESCRIPTION:

The EDPS is an independent supervisory authority with the task of ensuring that the institutions and bodies of the European Union respect the right to privacy when they process personal data or develop new policies.

Acting under the authority of the Supervisor, Assistant Supervisor, Director, the Head of Unit Human resources, Budget and Administration and the Head of Activity "HR Coordination and Planning", the administrator will join the HR team and will contribute to the following activities:

- Contribute to the setting up of the new European Data Protection Board
- Development and implementation of HRM policies at the EDPS
- Effective and efficient implementation of HRM processes within the institution (e.g. HR forward planning, appraisal or promotion exercises, etc.)
- Organisation of selection procedures
- Advice to the management on the interpretation and implementation of the Staff Regulations
- Advice and support to the Heads of Unit and the Management Board on people's management
- Implementation of the reporting functionality in Sysper2 together with the production of statistics and elements of reporting for the institution

- Represent the EDPS Administration in inter-institutional committees
- Other HR tasks under the supervision of the head of Activity "HR Coordination and Planning" and the Head of Unit HRBA

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- to have successfully accomplished and completed university studies preferably in the field of HR attested by a diploma;
- to have a good knowledge of the staff regulations;
- to have a sufficient 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;
- to have at least 3 years of experience in human resources matters;
- to have a very structured approach to the work and being imaginative
- to have the ability and to be ready to work in a small team in the dynamic environment of a young institution;
- a thorough knowledge of one of the official languages of the European Union and good knowledge of another EU language. For practical reasons, a good knowledge of English and French is necessary. Knowledge of other official languages would be considered as an advantage.

Other competencies:

The position requires the ability to work effectively under pressure and to be able to meet deadlines, while dealing with very different areas.

Due to the nature of the work, the ideal candidate must be flexible, versatile, accurate, enthusiastic, and responsible.

ADMISSIBILITY:

Officials of the Institutions of the European Union in grade AD5-8 who are interested in this position and who think that they have the necessary qualifications are invited to send a request for transfer to the functional mailbox recruitment@edps.europa.eu.

For more information, please contact Mr. Leonardo CERVERA NAVAS, Head of Unit Human Resources, Budget and Administration, tel. +32 (0) 2.283.19.04.

Each application must contain the following document:

- a detailed curriculum vitae
- a motivation letter
- the attached form

REMARKS:

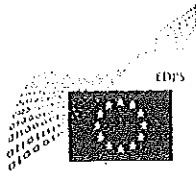
The EDPS is a young and dynamic institution that applies an equal opportunities policy and is in favour of flexitime for a better conciliation of professional and private life.

DEADLINE FOR SUBMITTING APPLICATIONS: FROM 07/06/2016 TO 27/06/2016

Brussels, 06/06/2016



Leonardo CERVERA NAVAS
Director f.f.



EUROPEAN DATA PROTECTION SUPERVISOR

CHRISTOPHER DOCKSEY
DIRECTOR

NOTICE OF VACANCY N° 7 /2016

(Publication under Article 29, paragraphs 1 a) of the Staff Regulations)

The European Data Protection Supervisor (EDPS) has decided to fill a vacancy in his establishment plan for the grades AD 13-14.

EMPLOYMENT: SECRETARIAT OF THE EUROPEAN DATA PROTECTION SUPERVISOR

1 ADVISOR (F/M)

CATEGORY AND GRADES: AD 13-14

PLACE OF EMPLOYMENT: BRUSSELS

JOB DESCRIPTION:

The EDPS is an independent supervisory authority with the task of ensuring that the institutions and bodies of the European Union respect the right to privacy and protection of personal data when they process personal data or develop new policies.

Acting under the authority of the Supervisor, Assistant Supervisor and Director, the Advisor will be responsible for

- Advising, upon request, the Director, the DPO and the Head of HRBA on legal, institutional, strategic and where relevant, on budgetary, finance and human resources matters.
- Following the developments of EU policy that may have an impact on the EDPS
- Carrying out studies at the request of the Director to prepare initiatives relating to Union legislation in the area of data protection.
- Managing, organising and ensuring the quality of the implementation by the EDPS of public access to documents, access to file and direct access to information at confirmatory level.
- Producing legal opinions and analysis at a very high level, including at the outset a contribution on governance to the work of the internal task force on revision of Regulation 45/2001.
- Supporting the Secretary of the Ethics Group, and representing the institution in public as a recognised expert on data protection.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- to have successfully accomplished and completed university studies in the field of law attested by a diploma;

- to have a 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;
- to have a good knowledge and thorough understanding of the legislation on data protection and its implications for EU institutions and bodies, in particular the challenges of promoting a data protection culture within those institutions and bodies;
- to have a thorough experience as manager of a service in the institutions of at least 3 years
- to have relevant professional experience of at least 5 years as well as an extensive capacity for analysis and written expression;
- to have a thorough knowledge of one of the official languages of the European Union and good knowledge of another EU language. For practical reasons, a good knowledge, preferably active, of English and French is desirable. Knowledge of other official languages would be considered an advantage.

ADMISSIBILITY :

Officials of the EDPS in grades AD12 to AD14 with at least two years in the grade who are interested in this position and who think they have the necessary qualifications are invited to send their candidature to the functional mailbox Recruitment@edps.europa.eu.

Each application must contain a detailed curriculum vitae.

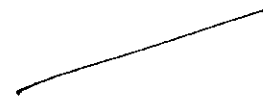
For more information, please contact the undersigned Director, tel. +32 (0) 22831903.

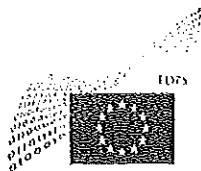
DEADLINE FOR SUBMITTING APPLICATIONS: FROM 29/07/2016 to 05/08/2016.

Brussels, 29/07/2016



Christopher DOCKSEY
Director





EUROPEAN DATA PROTECTION SUPERVISOR

CHRISTOPHER DOCKSEY
DIRECTOR

NOTICE OF VACANCY N° 8/2016

(Publication under Article 29, paragraphs 1 a) and b) of the Staff Regulations - Transfer)

The European Data Protection Supervisor (EDPS) has decided to fill a vacancy in his establishment plan for the grades AD5-8.

**EMPLOYMENT: SECRETARIAT OF THE EUROPEAN DATA PROTECTION SUPERVISOR
UNIT POLICY AND CONSULTATION**

1 ADMINISTRATOR/LEGAL OFFICER SPECIALISED IN DATA PROTECTION (F/M)

CATEGORY AND GRADES : AD5-8

PLACE OF EMPLOYMENT : BRUSSELS

JOB DESCRIPTION :

The EDPS is the independent supervisory authority with the task of ensuring that the institutions and bodies of the European Union respect the rights to privacy and protection of personal data when they process personal data or develop new policies.

The Policy and Consultation Unit is in charge of the consultation of the European institutions in any field of activity. This includes:

- advising the Commission and the other competent bodies on legislative proposals and related documents (such as communications or international agreements) in relation to the processing of personal data. This also includes advising on the review of the data protection legal framework;
- cooperating with the national data protection authorities in the carrying out of their functions both directly and within the group established by Article 29 of the Directive 95/46/EC, as well as maintaining relations with (authorities of) third countries and international organisations.

Acting under the authority of the Supervisor, Assistant Supervisor and Director, the legal officer will, in accordance with the instructions of the Head of the Policy and Consultation Unit, take part in a number of tasks contributing to developing and implementing the policy of the EDPS as regards the activity of the Policy and Consultation Unit, in particular in assisting in the setting up of the secretariat of the European Data Protection Board and the activities of the secretariat for the supervision of coordination groups.

The tasks include:

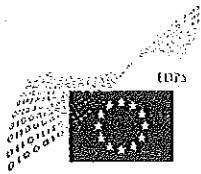
- follow the developments of EU policy that may have an impact on the protection of personal data;
- advise the Commission and the other competent bodies on legislative proposals and related documents (such as communications or international agreements) in relation to the processing of personal data;
- draft opinions and other documents for the Supervisor;
- assist in the setting up of the secretariat of the European Data Protection Board and the activities of the secretariat for the supervision of coordination groups;
- cooperate with national data protection authorities in the carrying out of their functions both directly and within the group established by Article 29 of the Directive 95/46/EC;
- contribute to the Unit's activities on the review of the data protection legal framework and the relations with the institutions of the European Union;
- represent the EDPS in external meetings, and, where appropriate, in public events.

These activities may require missions away from head office.

We especially look for someone who fits in an informal but professional working environment, where we appreciate collegiality, sharing of information and creativity, and who enjoys engaging constructively with stakeholders, based on our core values: integrity, impartiality, transparency and pragmatism.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- A level of education corresponding to completed university studies in law or a comparable field of study of at least three years, attested by a diploma,
- to have a 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;
- to have a good knowledge of the legislation on data protection and its implications for EU institutions and bodies;
- to have relevant professional experience as well as an extensive capacity for analysis and written expression;
- to have the ability and to be ready to work in a small team in the dynamic environment of a new institution;
- knowledge and previous experience in the field of data protection;
- good knowledge and previous experience in the field of cooperation with Data Protection National Authorities;
- a general knowledge of modern information technology is recommended;
- a thorough knowledge of one of the official languages of the European Union and a good knowledge of another EU language is required. For practical reasons, a good knowledge, preferably active, of English and French is desirable. Knowledge of other official languages would be considered as an advantage.



CHRISTOPHER DOCKSEY
DIRECTOR

NOTICE OF VACANCY N° 9/2016

(Publication under Article 29, paragraphs 1 a), b) and c) of the Staff Regulations)

The European Data Protection Supervisor (EDPS) has decided to fill 2 vacancies in his establishment plan for the grades AD5-8.

**EMPLOYMENT : SECRETARIAT OF THE EUROPEAN DATA PROTECTION SUPERVISOR
UNIT SUPERVISION AND ENFORCEMENT**

**2 ADMINISTRATOR/LEGAL OFFICERS SPECIALISED IN
DATA PROTECTION (F/M)**

CATEGORY AND GRADES : AD5-8

PLACE OF EMPLOYMENT : BRUSSELS

JOB DESCRIPTION :

The EDPS is an independent supervisory authority with the task of ensuring that the institutions and bodies of the European Union respect the rights to privacy and protection of personal data when they process personal data or develop new policies.

Acting under the authority of the Supervisor, Assistant Supervisor and Director, the officers will take part in a number of tasks in accordance with the instructions of the Head of the Supervision and Enforcement Unit.

The tasks related to ensuring the application of Regulation (EC) 45/2001 and Regulation (EU) 2016/794(Europol) may include, in particular:

- conducting prior checks and prior consultations of processing operations likely to present specific risks and consult on the need for such prior checks;
- performing inspections and audits;
- informing and advising EU institutions and bodies on the application of the above Regulations;
- informing and advising controllers and data subjects on their rights and obligations;
- handling prima facie inadmissible complaints;

- hearing and investigating complaints and other requests of data subjects and conduct inquiries;
- cooperating with the Data Protection Officers of the EU institutions and bodies;
- representing the institution before the Court of Justice.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- to have successfully accomplished and completed university studies preferably in the field of law attested by a diploma;
- to have a 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;
- a good knowledge of the legislation on data protection and its implications for EU institutions and bodies is considered an asset;
- professional experience regarding the workings of Europol or (EU) law enforcement are considered an asset;
- to have relevant professional experience as well as an extensive capacity for analysis and written expression;
- to have the ability and to be ready to work in a small team in the dynamic environment of a new institution;
- Willingness to obtain security clearance (security clearance in a previous position would be considered a bonus);
- previous experience in the field of data protection will be considered as an advantage;
- a general knowledge of modern information technology is recommended;
- a thorough knowledge of one of the official languages of the European Union and a good knowledge of another EU language is required. For practical reasons, a good knowledge, preferably active, of English and French is desirable. Knowledge of other official languages would be considered as an advantage.

These activities may require missions away from head office.

We especially look for someone who fits in an informal but professional working environment, where we appreciate collegiality, sharing of information and creativity, and who enjoys engaging constructively with stakeholders, based on our core values: integrity, impartiality, transparency and pragmatism.

ADMISSIBILITY :

Officials of the Institutions of the European Union in grades AD5-8 who are interested in this position and who think they have the necessary qualifications, as well as laureates from an EPSO competition, are invited to send their applications to the functional mailbox Recruitment@edps.europa.eu.

For more information, please contact Ms. Maria Veronica PEREZ ASINARI, Head of Unit Supervision and Enforcement, tel. +32 (0) 2.2831921

For an application to be considered valid, candidates must submit:

- the application form
- a detailed curriculum vitae

- an official document attesting the status of an official (category, grade), the different posts held in the EU institutions and bodies, and a copy of the last two evaluation reports; or an official document from EPSO attesting that the candidate is a laureate.

DEADLINE FOR SUBMITTING APPLICATIONS: FROM 28/11/2016 TO 9/12/2016

Brussels, 23/11/2016



Christopher DOCKSEY

SOME FACTS ABOUT THE EDPS AND OUR STAFF

EDPS: The smallest and youngest of the EU institutions

The EDPS was established in Brussels in 2004. It has about 60 staff members (most of them EU officials but also some contract agents) working full or part time.

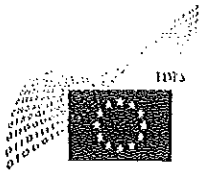
EDPS: A great place to work

We believe that a good working environment is a precondition to ensure staff engagement and well-being and that it is essential to strike a good balance between work and private life. To this end we provide staff with a modern working environment using familiar IT tools, a good balance between work and private life (using flexitime and telework), and very little hierarchy or bureaucracy.

EDPS: A place to grow and develop your career in an EU institution

Due to the small size of the institution, our staff enjoys a high level of autonomy and diversity of tasks, working in small, dynamic teams. We have developed an ambitious "Learning & development policy" to foster personal development and to improve personal skills and competencies.

Our staff benefit from the same mobility policy as the larger EU institutions such as the Commission, Parliament and the Council, because the EDPS is treated as an EU institution for the purposes of the Staff Regulations and the Financial Regulation. As a result, staff can transfer their grade, step, seniority and all the other career elements seamlessly between the EDPS and any of these institutions. Indeed, a spell with the EDPS can be a useful career step for officials who would like to work with us for a while and then return to continue their careers long-term within the larger institutions.



CHRISTOPHER DOCKSEY
DIRECTOR

NOTICE OF VACANCY N° 10/2016

(Publication under Article 29, paragraphs 1 a) b) c) of the Staff Regulations)

The European Data Protection Supervisor (EDPS) has decided to fill a vacancy in his establishment plan for the grades AD5-8.

EMPLOYMENT: SECRETARIAT OF THE EUROPEAN DATA PROTECTION
SUPERVISOR
UNIT POLICY AND CONSULTATION

1 ADMINISTRATOR/LEGAL OFFICER SPECIALISED IN DATA
PROTECTION (F/M)

CATEGORY AND GRADES : AD5-8

PLACE OF EMPLOYMENT : BRUSSELS

JOB DESCRIPTION :

The EDPS is the independent supervisory authority with the task of ensuring that the institutions and bodies of the European Union respect the rights to privacy and protection of personal data when they process personal data or develop new policies.

The Policy and Consultation Unit is in charge of the consultation of the European institutions in any field of activity. This includes:

- advising the Commission and the other competent bodies on legislative proposals and related documents (such as communications or international agreements) in relation to the processing of personal data. This also includes advising on the review of the data protection legal framework;
- cooperating with the national data protection authorities in the carrying out of their functions both directly and within the group established by Article 29 of the Directive 95/46/EC, as well as maintaining relations with (authorities of) third countries and international organisations.

Acting under the authority of the Supervisor, Assistant Supervisor and Director, the legal officer will, in accordance with the instructions of the Head of the Policy and Consultation Unit, take part in a number of tasks contributing to developing and implementing the policy of the EDPS as regards the activity of the Policy and Consultation Unit, in particular in assisting in the setting up of the secretariat of the European Data Protection Board and the activities of the secretariat for the supervision of coordination groups.

The tasks include:

- follow the developments of EU policy that may have an impact on the protection of personal data;
- advise the Commission and the other competent bodies on legislative proposals and related documents (such as communications or international agreements) in relation to the processing of personal data;
- draft opinions and other documents for the Supervisor;
- assist in the setting up of the secretariat of the European Data Protection Board and the activities of the secretariat for the supervision of coordination groups;
- cooperate with national data protection authorities in the carrying out of their functions both directly and within the group established by Article 29 of the Directive 95/46/EC;
- contribute to the Unit's activities on the review of the data protection legal framework and the relations with the institutions of the European Union;
- represent the EDPS in external meetings, and, where appropriate, in public events.

These activities may require missions away from head office.

We especially look for someone who fits in an informal but professional working environment, where we appreciate collegiality, sharing of information and creativity, and who enjoys engaging constructively with stakeholders, based on our core values: integrity, impartiality, transparency and pragmatism.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- A level of education corresponding to completed university studies in law or a comparable field of study of at least three years, attested by a diploma,
- to have a 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;
- to have a good knowledge of the legislation on data protection and its implications for EU institutions and bodies;
- to have relevant professional experience as well as an extensive capacity for analysis and written expression;
- to have the ability and to be ready to work in a small team in the dynamic environment of a new institution;
- knowledge and previous experience in the field of data protection;
- good knowledge and previous experience in the field of cooperation with Data Protection National Authorities;
- a general knowledge of modern information technology is recommended;
- a thorough knowledge of one of the official languages of the European Union and a good knowledge of another EU language is required. For practical reasons, a good knowledge, preferably active, of English and French is desirable. Knowledge of other official languages would be considered as an advantage.

ADMISSIBILITY :

Officials of the Institutions of the European Union in grades AD5-8 who are interested in this position and who think they have the necessary qualifications, as well as laureates of an EPSO competition are invited to send their application to the functional mailbox Recruitment@edps.europa.eu.

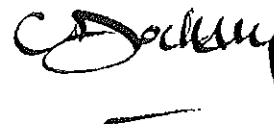
For more information, please contact Ms. Sophie Louveaux, Head of Unit Policy and Consultation, tel. +32 (0) 2.283.19.12.

For an application to be considered valid, candidates must submit:

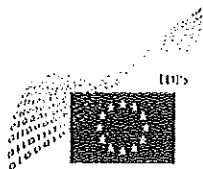
- the application form
- a detailed curriculum vitae
- an official document attesting the status of an official (category, grade), the different posts held in the EU institutions and bodies, and a copy of the last two evaluation reports; or an official document from EPSO attesting that that the candidate is a laureate.

DEADLINE FOR SUBMITTING APPLICATIONS: FROM 28/11/2016 TO 9/12/2016

Brussels, 24/11/20162016



Christopher DOCKSEY



CHRISTOPHER DOCKSEY
DIRECTOR

NOTICE OF VACANCY N° 11/2016

(Publication under Article 29, paragraphs 1a) b) and c) of the Staff Regulations)

The European Data Protection Supervisor has decided to fill a vacancy in his establishment plan for the grades AD5-8.

EMPLOYMENT: SECRETARIAT OF THE EUROPEAN DATA PROTECTION SUPERVISOR

1 ADMINISTRATOR/SECURITY AND TECHNOLOGY OFFICER
(F/M) - SECTOR IT POLICY

CATEGORY AND GRADES: AD5-8

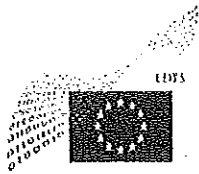
PLACE OF EMPLOYMENT: BRUSSELS

JOB DESCRIPTION:

The EDPS is an independent supervisory authority with the task of ensuring that the institutions and bodies of the European Union respect the rights to privacy and protection of personal data when they process personal data or develop new policies.

Acting under the authority of the Supervisor, Assistant Supervisor and Director, the officer will take part in a number of tasks in accordance with the instructions of the Head of the IT Policy Sector. In particular, he or she will be:

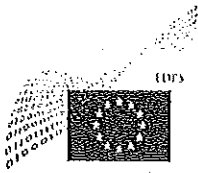
- contributing to the Sector's activities relating to security and technology, both internally and externally;
- contributing to the sector's tasks related to the management and monitoring of IT systems used by the EDPS,
- preparing reports, opinions and decisions in the field of IT policy, aiming, on the one hand, to ensure the application of Regulation (EC) 45/2001 of the European Parliament and the Council and other relevant acts, and, on the other hand, to follow technological and legislative developments that may have an impact on the protection of personal data,
- regarding the tasks linked to the application of Regulation 45/2001, the main functions to be provided include, in particular:
 - providing advice to data controllers on technical and organisational measures for the processing of personal data in order to ensure respect the fundamental rights of individuals and for the security of processing and personal data,



- hearing and examining complaints linked to the application of information and communications technologies in the institutions and bodies of the European Union, as well as other requests coming from data subjects;
 - evaluating information and IT security measures and formulating recommendations to improve their effectiveness;
 - informing and advising data controllers and data subjects about their rights and responsibilities in the field;
 - conducting inspections and security and data protection audits in complex IT environments
 - contributing to the performance of the tasks allocated to the EDPS by Regulation (EU) 2016/794 on the European Union Agency for Law Enforcement Cooperation (Europol).
- the candidate may be asked to support the Policy and Consultation Unit concerning the tasks connected to technological and legislative developments such as:
 - following the political evolution of the European Union as well as the development of Information and Communication Technologies, which can have an influence on the protection of personal data;
 - advising the competent institutions in relation to the legislative proposals and general administrative measures, which can have an influence on the protection of personal data, in particular concerning technological aspects ;
 - contributing to the work of the EU Institutions measures relating to the European Research Framework Programme;
 - promoting and reinforcing the application of the principle of "privacy by design" (applying data protection requirements in the life cycle of technologies and systems as early as possible);
 - contributing to the development and implementation of a security strategy and related action plan for the EDPS.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- to have successfully accomplished and completed university studies in a relevant field attested by a diploma;
- to have sufficient 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;
- to have good knowledge of the legislation and its implications concerning data protection with regard to the EU institutions and bodies is considered an asset;
- Experience with data protection at strategic and practical levels
- to have very good knowledge of methods and standards for risk analysis and risk management for the security and safety of information systems;
- to have at least two years of relevant professional experience in the field of network and information security
- Experience in conducting audits/inspections, including on information security or IT security
- Experience in performing analysis of technical logs, including operating system, infrastructure and communications equipment
- Experience regarding the processing of law enforcement information
- Good analysis and editorial skills;
- Ability to draft clear and concise documents on complex matters for various audiences



- High level of customer and service minded approach;
- Willingness to obtain security clearance (security clearance in a previous position would be considered a bonus);
- to have the ability and to be ready to work in a small team in the dynamic environment of a changing institution;
- Thorough knowledge of one of the official languages of the European Union and good knowledge of another EU language. For practical reasons, a good knowledge of English is necessary and of French desirable. Knowledge of other official languages would be considered as an advantage.

ADMISSIBILITY:

Officials of the Institutions of the European Union in grades AD5-8 who are interested in this position and who think they have the necessary qualifications, as well as laureates of an EPSO competition are invited to send their application to the functional mailbox Recruitment@edps.europa.eu.

For more information, please contact Mr. Achim KLABUNDE, Head of the ITP Sector, tel. +32 (0) 2.283.19.93.

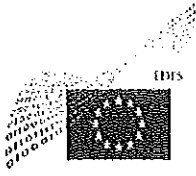
For an application to be considered valid, candidates must submit:

- the application form
- a detailed curriculum vitae
- an official document attesting the status of an official (category, grade), the different posts held in the EU institutions and bodies, and a copy of the last two evaluation reports; or an official document from EPSO attesting that the candidate is a laureate.

DEADLINE FOR SUBMITTING APPLICATIONS: FROM 28/11/2016 TO 9/12/2016

Brussels, 23/11/2016

Christopher DOCKSEY



SOME FACTS ABOUT THE EDPS AND OUR STAFF

EDPS: The smallest and youngest of the EU Institutions

The EDPS was established in Brussels in 2004. It has about 60 staff members (most of them EU officials but also some contract agents) working full or part time.

EDPS: A great place to work

We believe that a good working environment is a precondition to ensure staff engagement and well-being and that it is essential to strike a good balance between work and private life. To this end we provide staff with a modern working environment using familiar IT tools, a good balance between work and private life (using flexitime and telework), and very little hierarchy or bureaucracy.

EDPS: A place to grow and develop your career

Due to the small size of the institution, our staff enjoys a high level of autonomy and diversity of tasks, working in small, dynamic teams. We have developed an ambitious "Learning & development policy" to foster personal development and to improve personal skills and competencies.

Our staff benefit from the same mobility policy as the larger EU institutions such as the Commission, Parliament and the Council, because the EDPS is treated as an EU institution for the purposes of the Staff Regulations and the Financial Regulation. As a result, staff can transfer their grade, step, seniority and all the other career elements seamlessly between the EDPS and any of these institutions. Indeed, a spell with the EDPS can be a useful career step for officials who would like to work with us for a while and then return to continue their careers long-term within the larger institutions.



Brussels, dd/mm/yy

Declaration of absence of conflict of interest and of confidentiality

Vacancy notice: European Data Protection Supervisor - vacancy number/year.

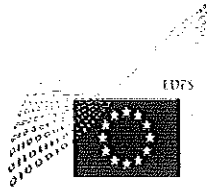
I, the undersigned.....,

Having been appointed to perform assessment tasks in relation to the above-mentioned vacancy notice, declare that to my knowledge, I have no conflict of interest with the candidates, who have applied for this vacancy notice.

I confirm that if I discover during the selection that such a conflict exists, I will immediately inform the responsible officer.

I also confirm that I will keep all matters entrusted to me confidential. I will not communicate externally any confidential information that is revealed to me or that I have discovered, nor will I communicate any information relating to opinions expressed during the activities. I will not make any adverse use of information given to me.

Signed:



EUROPEAN DATA PROTECTION SUPERVISOR

The European Data Protection Supervisor has decided to hire a Contract Agent Function group IV (article 3b of the Conditions of employment of other servants of the European Union).

EMPLOYMENT: SECRETARIAT OF THE EUROPEAN DATA PROTECTION SUPERVISOR

1 ADMINISTRATOR/SECURITY AND TECHNOLOGY OFFICER (F/M) - SECTOR IT POLICY

CATEGORY AND GRADES: Contract Agent FG IV (duration of contract: 1 year renewable)

PLACE OF EMPLOYMENT: BRUSSELS

JOB DESCRIPTION:

The EDPS is an independent supervisory authority with the task to ensure that the institutions and bodies of the European Union respect the right to privacy when they process personal data or develop new policies.

Acting under the authority of the Supervisor, Assistant Supervisor and Director, the contract agent will be a member of the IT Policy Sector. He/she will act under the instructions of the IT Policy Head of Sector when performing those tasks, in close cooperation with the other team members.

- contributing to the Sector's activities relating to security and technology, both internally and externally;
 - promoting the application of the principle of "privacy by design" (applying data protection requirements in the life cycle of new technologies and systems as early as possible);
 - evaluating IT security measures especially regarding IT environment of the future EDPB and automated systems and formulating recommendations to improve their effectiveness;
 - contributing to the development and implementation of a security and IT strategy and related action plan for the EDPS.
- contributing to the sector's tasks related to the management and monitoring of IT systems used by the EDPS and the future systems of the EDPB established under Regulation 679/2016 (the GDPR);
 - acting in the role of an IT manager of the IT infrastructure for the future EDPB and dealing with developers and support testing phase.
 - preparing reports, opinions and decisions in the field of IT policy, aiming, on the one hand, to ensure the application of Regulation (EC) 45/2001 of the European Parliament and the Council and other relevant acts, and, on the other hand, to



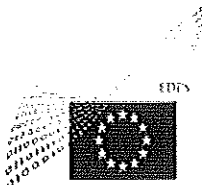
EUROPEAN DATA PROTECTION SUPERVISOR

- follow technological and legislative developments that may have an impact on the protection of personal data,
- the candidate may be asked to contribute to supervision and enforcement tasks linked to the application of Regulation (EC) 45/2001, the main functions to be provided can notably include:
 - provide advice to data controllers on technical and organisational measures for the processing of personal data respects the fundamental rights of individuals and ensuring the security of processing and personal data,
 - examining complaints linked to the application of new technologies in the institutions and bodies of the European Union, as well as other requests coming from data subjects;
 - conducting inspections and security and data protection audits in complex IT environments.

 - the candidate may be asked to support the Policy and Consultation Unit concerning the tasks connected to technological and legislative developments such as:
 - follow the political evolution of the European Union as well as the development of Information and Communication Technologies, which can have an influence on the protection of personal data;

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- to have successfully accomplished and completed university studies in a relevant field attested by a diploma;
- to have a sufficient 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;
- to have a sufficient knowledge of the legislation and its implications concerning data protection with regard to the EU institutions and bodies;
- to have a good knowledge of methods and standards for software engineering and the development, management and administration of information systems;
- to have at least one year of relevant professional experience in the field of network security and information systems as well as good capacity of analysis and editorial skills;
- to have the ability and to be ready to work in a small team in the dynamic environment of a young institution;
- a thorough knowledge of one of the official languages of the European Union and good knowledge of another EU language. For practical reasons, a good knowledge of English is necessary and of French desirable. Knowledge of other official languages would be considered as an advantage.

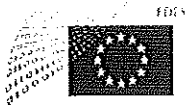


EUROPEAN DATA PROTECTION SUPERVISOR

SELECTION:

The Selection Panel, assisted by the Human Resources team, will screen the eligible candidates from the spontaneous applications received and from the available CAST lists. The candidates preselected will be invited to an interview.

Brussels, 24th January 2017



The European Data Protection Supervisor has decided to hire a Contract Agent Function group IV (article 3b of the Conditions of employment of other servants of the European Union).

EMPLOYMENT: SECRETARIAT OF THE EUROPEAN DATA PROTECTION SUPERVISOR

1 SPECIALIST IN DATA PROTECTION, CONSUMER AND COMPETITION LAW (F/M)- HEAD OF SECRETARIAT'S TEAM, Policy Officer

CATEGORY AND GRADES : Contract Agent FG IV (duration of contract: 1 year renewable)

PLACE OF EMPLOYMENT : BRUSSELS

JOB DESCRIPTION :

The EDPS is an independent supervisory authority with the task to ensure that the institutions and bodies of the European Union respect the right to privacy when they process personal data or develop new policies.

Part of the role of the Director's small team is to provide direct strategic and policy support to the Supervisors. This includes:

- strategic planning of EDPS events and activities
- requesting and processing briefings, speaking points and speeches for the supervisor
- developing and improving the EDPS knowledge management system
- ensuring that feedback and action points are communicated to the relevant case officer following events

The role has a specific focus on taking forward the Supervisor's initiative for a Digital Clearing House, a network of authorities responsible for enforcing data protection, consumer and competition laws (information is available on the EDPS website). The role will work with stakeholders supporting or participating in this network, facilitating discussions, potentially drafting and commissioning research papers and organising events.

These activities may require missions away from head office.

We especially look for someone capable of working effectively and flexibly in a small team but with an extensive and diverse wider network, and who can gain quickly the confidence of the Supervisors with whom the postholder will work very closely. The postholder will be expected to deliver results through developing strong relationships with others outside EDPS and to expand and strengthen the existing networks with regulators, academics and NGOs.

**REQUIRED QUALIFICATIONS AND EXPERIENCE:**

- A level of education corresponding to completed university studies in law or a comparable field of study of at least three years, attested by a diploma,
- 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;
- good knowledge of the legislation on data protection and privacy and its implications for EU institutions and bodies;
- good knowledge of legislation and regulation relevant to the digital economy, and especially consumer and competition law.
- relevant professional experience as well as an extensive capacity for analysis and written expression;
- the ability and willingness to work in a small team in the dynamic environment of a small institution;
- a general knowledge of digital technologies and practices such as big data, the internet of things and Artificial intelligence and their implications for fundamental rights;
- experience of public speaking will be an advantage;
- a thorough knowledge of one of the official languages of the European Union and a good knowledge of another EU language is required. For practical reasons, a good knowledge, preferably active, of English and French is desirable. Knowledge of other official languages would be considered as an advantage.

ADMISSIBILITY :

The Selection Panel, assisted by the Human Resources team, will screen the eligible candidates from the spontaneous applications received and from the available CAST lists. The candidates preselected will be invited to an interview.

For more information, please contact Christian D’Cunha, Policy Assistant to Supervisor and Assistant Supervisor, tel. +32 (0) 2.283.19.94, christian.dcunha@edps.europa.eu .

Brussels, 23rd of February 2017



EUROPEAN DATA PROTECTION SUPERVISOR

The European Data Protection Supervisor has decided to hire a Contract Agent Function group III (article 3b of the Conditions of employment of other servants of the European Union).

**EMPLOYMENT : SECRETARIAT OF THE EUROPEAN DATA PROTECTION SUPERVISOR
UNIT SUPERVISION AND ENFORCEMENT**

1 ASSISTANT (F/M)

CATEGORY AND GRADES : Contract Agent FG III (duration of the contract: 6 months)

PLACE OF EMPLOYMENT : BRUSSELS

JOB DESCRIPTION :

Acting under the authority of the Supervisor, Assistant Supervisor and Director, the contract agent will assist the head of the supervision and enforcement unit. The selected candidate will contribute to the execution of tasks aiming at monitoring and ensuring the implementation of Regulation (CE) 45/2001 and any other European Union acts concerning the protection of fundamental rights and freedoms of individuals with the regard to the processing of personal data by the Community institutions and bodies, such as:

- keeping records and electronic files and ensure the distribution of the appropriate documentation;
- contribute to research on national, European or international legal issues;
- assisting in the prior check activities of the EDPS on operations likely to present particular risks for the privacy of individuals and administrative consultations concerning the needs of those controls;
- support in the tasks of monitoring compliance with the regulation by institutions and bodies;
- assist with complaint handling activities;
- ensure assistance to inspection activities;
- provide assistance with the provision of information aimed at advising the institutions and bodies on good practices in the area;
- support the update of the EDPS website in the area of supervision and enforcement;
- contribute to the organisation of events and meetings, including the reimbursement of experts, prepare tables and statistics in the field of supervision and enforcement;
- contribute to the proofreading of texts;

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- in a field related to the functions, secondary studies successfully completed and attested by a diploma, or equivalent professional qualifications;
- sufficient knowledge of the structure and functioning of the European Union and of its institutions, the treaties and other fields of Union law in relation to the position; knowledge of legislation or practice concerning data protection with regard to the EU institutions and bodies, and/or professional experience in the field would be considered an asset;
- good knowledge of information technologies, including document management.
- good editorial skills;
- ability to work in a small team in the dynamic environment of a young institution;
- thorough knowledge of one of the official languages of the European Union and good knowledge of another EU language. For practical reasons, a good knowledge of English and French is desirable. Knowledge of other official languages would be considered as an advantage.

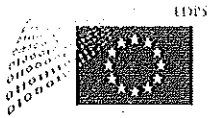
ADMISSIBILITY :

The Selection Panel, assisted by the Human Resources team, will screen the eligible candidates from the spontaneous applications received and from the available CAST lists. The candidates preselected will be invited to an interview.

Aligned with our Equal Opportunities strategy and with Article 1d of the Staff Regulations, the EDPS embraces diversity and promotes equal opportunities. The EDPS accepts applications¹ 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.

Brussels, 31st of March 2017

¹ All personal data from the applications is processed in accordance with the EDPS Privacy Statement.



The European Data Protection Supervisor has decided to hire a Contract Agent Function group IV (article 3b of the Conditions of employment of other servants of the European Union).

EMPLOYMENT: SECRETARIAT OF THE EUROPEAN DATA PROTECTION SUPERVISOR
UNIT SUPERVISION AND ENFORCEMENT

1 ADMINISTRATOR/LEGAL OFFICER SPECIALISED IN DATA PROTECTION (F/M)

CATEGORY AND GRADES: Contract Agent FGIV (duration of contract: 1 year, renewable)

PLACE OF EMPLOYMENT: BRUSSELS

JOB DESCRIPTION:

The EDPS is an independent supervisory authority with the task of ensuring that the institutions and bodies of the European Union respect the rights to privacy and protection of personal data when they process personal data or develop new policies.

Acting under the authority of the Supervisor, Assistant Supervisor and Director, the officer will take part in a number of tasks in accordance with the instructions of the Head of the Supervision and Enforcement Unit.

The tasks related to ensuring the application of Regulation (EC) 45/2001 and Regulation (EU) 2016/794 (Europol) may include, in particular:

- conducting prior checks and prior consultations of processing operations likely to present specific risks and consult on the need for such prior checks;
- performing inspections and audits;
- informing and advising EU institutions and bodies on the application of the above Regulations;
- informing and advising controllers and data subjects on their rights and obligations;
- handling prima facie inadmissible complaints;
- hearing and investigating complaints and other requests of data subjects and conduct inquiries;
- cooperating with the Data Protection Officers of the EU institutions and bodies;
- representing the institution before the Court of Justice.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- to have successfully accomplished and completed university studies preferably in the field of law attested by a diploma;
- to have a 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;
- a good knowledge of the legislation on data protection and its implications for EU institutions and bodies is considered an asset;
- professional experience regarding the workings of Europol or (EU) law enforcement are considered an asset;
- to have relevant professional experience as well as an extensive capacity for analysis and written expression;
- to have the ability and to be ready to work in a small team in the dynamic environment of a new institution;
- Willingness to obtain security clearance (security clearance in a previous position would be considered a bonus);
- previous experience in the field of data protection will be considered as an advantage;
- a general knowledge of modern information technology is recommended;
- a thorough knowledge of one of the official languages of the European Union and a good knowledge of another EU language is required. For practical reasons, a good knowledge, preferably active, of English and French is desirable. Knowledge of other official languages would be considered as an advantage.

These activities may require missions away from head office.

We especially look for someone who fits in an informal but professional working environment, where we appreciate collegiality, sharing of information and creativity, and who enjoys engaging constructively with stakeholders, based on our core values: integrity, impartiality, transparency and pragmatism.

ADMISSIBILITY :

The Selection Panel, assisted by the Human Resources team, will screen the eligible candidates from the spontaneous applications¹ and from the available CAST lists. The candidates preselected will be invited to an interview.

Aligned with our Equal Opportunities strategy and with Article 1d of the Staff Regulations, the EDPS embraces diversity and promotes equal opportunities. The EDPS accepts 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.

¹ All personal data from the applications is processed in accordance with the EDPS Privacy Statement.



The European Data Protection Supervisor has decided to hire a Contract Agent Function group IV (article 3b of the Conditions of employment of other servants of the European Union).

**EMPLOYMENT: SECRETARIAT OF THE EUROPEAN DATA PROTECTION SUPERVISOR
UNIT POLICY AND CONSULTATION**

1 ADMINISTRATOR/LEGAL OFFICER SPECIALISED IN DATA PROTECTION (F/M)

CATEGORY AND GRADES : Contract Agent FGIV (duration of contract: 1 year)

PLACE OF EMPLOYMENT : BRUSSELS

JOB DESCRIPTION :

The EDPS is the independent supervisory authority with the task of ensuring that the institutions and bodies of the European Union respect the rights to privacy and protection of personal data when they process personal data or develop new policies.

The Policy and Consultation Unit is in charge of the consultation of the European institutions in any field of activity. This includes:

- advising the Commission and the other competent bodies on legislative proposals and related documents (such as communications or international agreements) in relation to the processing of personal data. This also includes advising on the review of the data protection legal framework;
- cooperating with the national data protection authorities in the carrying out of their functions both directly and within the group established by Article 29 of the Directive 95/46/EC and its successor, the EDPB, as well as maintaining relations with (authorities of) third countries and international organisations.

Acting under the authority of the Supervisor, Assistant Supervisor and Director, the legal officer will, in accordance with the instructions of the Head of the Policy and Consultation Unit, take part in a number of tasks contributing to developing and implementing the policy of the EDPS as regards the activity of the Policy and Consultation Unit.

The tasks include:

- follow the developments of EU policy that may have an impact on the protection of personal data;

- advise the Commission and the other competent bodies on legislative proposals and related documents (such as communications or international agreements) in relation to the processing of personal data;
- draft opinions and other documents for the Supervisor;
- assist in the activities of the secretariat for the supervision of coordination groups;
- cooperate with national data protection authorities in the carrying out of their functions both directly and within the group established by Article 29 of the Directive 95/46/EC;
- contribute to the Unit's activities on the review of the data protection legal framework and the relations with the institutions of the European Union;
- represent the EDPS in external meetings, and, where appropriate, in public events.

These activities may require missions away from head office.

We especially look for someone who fits in an informal but professional working environment, where we appreciate collegiality, sharing of information and creativity, and who enjoys engaging constructively with stakeholders, based on our core values: integrity, impartiality, transparency and pragmatism.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- A level of education corresponding to completed university studies in law or a comparable field of study of at least three years, attested by a diploma,
- to have a 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;
- to have a good knowledge of the legislation on data protection and its implications for EU institutions and bodies and previous experience in the field;
- to have relevant professional experience as well as an extensive capacity for analysis and written expression;
- to have the ability and to be ready to work in a small team in the dynamic environment of a young institution;
- knowledge and previous experience in the field of cooperation with Data Protection National Authorities is recommended;
- good knowledge of modern information technology is required;
- a thorough knowledge of one of the official languages of the European Union and a good knowledge of another EU language is required. For practical reasons, a good knowledge, preferably active, of English and French is desirable. Knowledge of other official languages would be considered as an advantage.

SELECTION:

The Selection Panel, assisted by the Human Resources team, will screen the eligible candidates from the spontaneous applications¹ and from the available CAST lists. Spontaneous applications received after the 22/09/2017, may not be considered for this position. The candidates preselected will be invited to an interview.

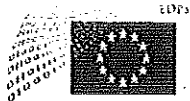
¹ All personal data from the applications is processed in accordance with the EDPS Privacy Statement.

Aligned with our Equal Opportunities strategy and with Article 1d of the Staff Regulations, the EDPS embraces diversity and promotes equal opportunities. The EDPS accepts 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 (for specific handicap or disability) in order to take part in this selection procedure, please indicate this in your application.

Brussels, 08/09/2017


Leonardo CERVERA NAVAS



The European Data Protection Supervisor has decided to hire a Contract Agent Function group II (article 3b of the Conditions of employment of other servants of the European Union).

EMPLOYMENT: SECRETARIAT OF THE EUROPEAN DATA PROTECTION SUPERVISOR

1 ADMINISTRATIVE ASSISTANT (F/M) - Supervision and Enforcement Unit

CATEGORY AND GRADES: Contract Agent FG II (1 year contract)

PLACE OF EMPLOYMENT: BRUSSELS

JOB DESCRIPTION:

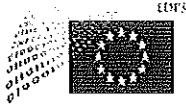
The EDPS is an independent supervisory authority with the task to ensure that the institutions and bodies of the European Union respect the right to privacy when they process personal data or develop new policies. The Ethics Advisory Group is an external advisory group on the ethical dimensions of data protection, which secretariat is provided by the EPDS.

Acting under the authority of the Supervisor, Assistant Supervisor and Director, the contract agent will be a member of the Supervision and Enforcement Unit. He/she will act under the instructions of the Secretary of the Ethics Advisory Group (EAG) when performing those tasks in close cooperation with the other team members.

The tasks include:

Principal tasks - Ethics Advisory Group:

- Provide support for the organisation of events and external meetings and as well budgetary requests related to meetings of the EAG including invitations, agenda, minutes, reservation of rooms, catering orders, etc.;
- Provide support to the Information & Communication Sector related to the EAG communication, including update of the website page, contribution to the redaction of tweets, blog posts, etc.;
- Setting up of a collaborative platform (CIRCABC)
- Registration of incoming and outgoing correspondence (electronic and in paper) and internal dissemination of information to relevant departments / staff members as appropriate;
- Filing and archiving electronic and paper documents;
- Collection of documents in connection with internal and external meetings as well as general references materials;
- Preparation and quality check of documents using Word, Power Point and Excel;
- Secretarial support in connection with travel and missions;
- Functional mailbox management;
- Reimbursement of experts.

**Secondary tasks - International Conference of Data Protection & Privacy Commissioners 2018:**

- Provide administrative support in the organisation of the event;
- Reimbursement of experts;
- Filing and archiving electronic and paper documents;
- Preparation and quality check of documents using Word, Power Point and Excel;
- Provide operational support in the days of the event.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- in the field related to the position, secondary education successfully completed and attested by a diploma, or equivalent professional qualifications;
- work experience as an Administrative Assistant will be considered as an advantage;
- excellent planning and organisation skills;
- capacity to work autonomously;
- good computer skills: experience relating using MS Office (specially Word, PowerPoint, Excel), Outlook and Mips;
- a sufficient knowledge of the structure and functioning of the European Union and of its institutions, in relation with the position;
- to have the ability and to be ready to work in a small team in the dynamic environment of a young institution;
- a thorough knowledge of one of the official languages of the European Union and good knowledge of another EU language. For practical reasons, a good knowledge of English is necessary and of French desirable. Knowledge of other official languages would be considered as an advantage.

SELECTION:

The Selection Panel, assisted by the Human Resources team, will screen the eligible candidates from the spontaneous applications¹ and from the available CAST lists. Spontaneous applications received after the 15/09/2017 will not be considered for this position. The candidates preselected will be invited to an interview.

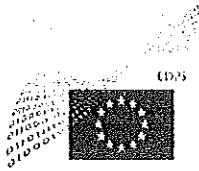
Aligned with our Equal Opportunities strategy and with Article 1d of the Staff Regulations, the EDPS embraces diversity and promotes equal opportunities. The EDPS accepts applications without discrimination on grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion 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 (for specific handicap or disability) in order to take part in this selection procedure, please indicate this in your application.

Brussels, 7/9/2017

Leonardo CERVENA NAVAS

¹ All personal data from the applications is processed in accordance with the EDPS Privacy Statement.



CHRISTOPHER DOCKSEY
DIRECTOR

NOTICE OF VACANCY N° 1/2017

(Publication under Article 29, paragraphs 1 a), b) and c) of the Staff Regulations)

The European Data Protection Supervisor (EDPS) has decided to fill 1 vacancy in his establishment plan for the grades AD5-8.

EMPLOYMENT: SECRETARIAT OF THE EUROPEAN DATA PROTECTION
SUPERVISOR
UNIT SUPERVISION AND ENFORCEMENT

**1 ADMINISTRATOR/LEGAL OFFICER SPECIALISED IN DATA
PROTECTION (F/M)**

CATEGORY AND GRADES: AD5-8

PLACE OF EMPLOYMENT: BRUSSELS

JOB DESCRIPTION:

The EDPS is an independent supervisory authority with the task of ensuring that the institutions and bodies of the European Union respect the rights to privacy and protection of personal data when they process personal data or develop new policies.

Acting under the authority of the Supervisor, Assistant Supervisor and Director, the officer will take part in a number of tasks in accordance with the instructions of the Head of the Supervision and Enforcement Unit.

The tasks related to ensuring the application of Regulation (EC) 45/2001 and Regulation (EU) 2016/794 (Europol) may include, in particular:

- conducting prior checks and prior consultations of processing operations likely to present specific risks and consult on the need for such prior checks;
- performing inspections and audits;
- informing and advising EU institutions and bodies on the application of the above Regulations;
- informing and advising controllers and data subjects on their rights and obligations;
- handling prima facie inadmissible complaints;

- hearing and investigating complaints and other requests of data subjects and conduct inquiries;
- cooperating with the Data Protection Officers of the EU institutions and bodies;
- representing the institution before the Court of Justice.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- to have successfully accomplished and completed university studies preferably in the field of law attested by a diploma;
- to have a 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;
- a good knowledge of the legislation on data protection and its implications for EU institutions and bodies is considered an asset;
- professional experience regarding the workings of Europol or (EU) law enforcement are considered an asset;
- to have relevant professional experience as well as an extensive capacity for analysis and written expression;
- to have the ability and to be ready to work in a small team in the dynamic environment of a new institution;
- Willingness to obtain security clearance (security clearance in a previous position would be considered a bonus);
- previous experience in the field of data protection will be considered as an advantage;
- a general knowledge of modern information technology is recommended;
- a thorough knowledge of one of the official languages of the European Union and a good knowledge of another EU language is required. For practical reasons, a good knowledge, preferably active, of English and French is desirable. Knowledge of other official languages would be considered as an advantage.

These activities may require missions away from head office.

We especially look for someone who fits in an informal but professional working environment, where we appreciate collegiality, sharing of information and creativity, and who enjoys engaging constructively with stakeholders, based on our core values: integrity, impartiality, transparency and pragmatism.

ADMISSIBILITY :

Officials of the Institutions of the European Union in grades AD5-8 who are interested in this position and who think they have the necessary qualifications, as well as laureates from an EPSO competition, are invited to send their applications to the functional mailbox Recruitment@edps.europa.eu.

Aligned with our Equal Opportunities strategy and with Article 1d of the Staff Regulations, the EDPS embraces diversity and promotes equal opportunities. The EDPS accepts 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 (for specific handicap or disability) in order to take part in this selection procedure, please indicate this in your application form.


For more information, please contact Ms. Maria Veronica PEREZ ASINARI, Head of Unit Supervision and Enforcement, tel. +32 (0) 2.283.19.21

For an application¹ to be considered valid, candidates must submit:

- the application form
- a detailed curriculum vitae
- an official document attesting the status of an official (category, grade), the different posts held in the EU institutions and bodies, and a copy of the last two evaluation reports; or an official document from EPSO attesting that that the candidate is a laureate.

DEADLINE FOR SUBMITTING APPLICATIONS: 8/3/2017 to 22/3/2017

Brussels, 7th of March 2017



Christopher DOCKSEY

¹ All personal data from the applications is processed in accordance with the EDPS Privacy Statement.

SOME FACTS ABOUT THE EDPS AND OUR STAFF

EDPS: The smallest and youngest of the EU institutions

The EDPS was established in Brussels in 2004. It has about 60 staff members (most of them EU officials but also some contract agents) working full or part time.

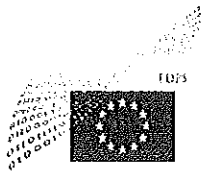
EDPS: A great place to work

We believe that a good working environment is a precondition to ensure staff engagement and well-being and that it is essential to strike a good balance between work and private life. To this end we provide staff with a modern working environment using familiar IT tools, a good balance between work and private life (using flexitime and telework), and very little hierarchy or bureaucracy.

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Due to the small size of the institution, our staff enjoys a high level of autonomy and diversity of tasks, working in small, dynamic teams. We have developed an ambitious "Learning & development policy" to foster personal development and to improve personal skills and competencies.

Our staff benefit from the same mobility policy as the larger EU institutions such as the Commission, Parliament and the Council, because the EDPS is treated as an EU institution for the purposes of the Staff Regulations and the Financial Regulation. As a result, staff can transfer their grade, step, seniority and all the other career elements seamlessly between the EDPS and any of these institutions. Indeed, a spell with the EDPS can be a useful career step for officials who would like to work with us for a while and then return to continue their careers long-term within the larger Institutions.



CHRISTOPHER DOCKSEY
DIRECTOR

NOTICE OF VACANCY N° 2/2017

(Publication under Article 29, paragraphs 1 a), b) and c) of the Staff Regulations)

The European Data Protection Supervisor (EDPS) has decided to fill a vacancy in his establishment plan for the grades AD5-8.

EMPLOYMENT: SECRETARIAT OF THE EUROPEAN DATA PROTECTION
SUPERVISOR
UNIT POLICY AND CONSULTATION

**1 ADMINISTRATOR/LEGAL OFFICER SPECIALISED IN DATA
PROTECTION (F/M)**

CATEGORY AND GRADES : AD5-8

PLACE OF EMPLOYMENT : BRUSSELS

JOB DESCRIPTION :

The EDPS is the independent supervisory authority with the task of ensuring that the institutions and bodies of the European Union respect the rights to privacy and protection of personal data when they process personal data or develop new policies.

The Policy and Consultation Unit is in charge of the consultation of the European institutions in any field of activity. This includes:

- advising the Commission and the other competent bodies on legislative proposals and related documents (such as communications or international agreements) in relation to the processing of personal data. This also includes advising on the review of the data protection legal framework;
- cooperating with the national data protection authorities in the carrying out of their functions both directly and within the group established by Article 29 of the Directive 95/46/EC, as well as maintaining relations with (authorities of) third countries and international organisations.

Acting under the authority of the Supervisor, Assistant Supervisor and Director, the legal officer will, in accordance with the instructions of the Head of the Policy and Consultation Unit, take part in a number of tasks contributing to developing and implementing the policy of the EDPS as regards the activity of the Policy and Consultation Unit.

The tasks include:

- follow the developments of EU policy that may have an impact on the protection of personal data;
- advise the Commission and the other competent bodies on legislative proposals and related documents (such as communications or international agreements) in relation to the processing of personal data;
- draft opinions and other documents for the Supervisor;
- assist in the activities of the secretariat for the supervision of coordination groups;
- cooperate with national data protection authorities in the carrying out of their functions both directly and within the group established by Article 29 of the Directive 95/46/EC;
- contribute to the Unit's activities on the review of the data protection legal framework and the relations with the institutions of the European Union;
- represent the EDPS in external meetings, and, where appropriate, in public events.

These activities may require missions away from head office.

We especially look for someone who fits in an informal but professional working environment, where we appreciate collegiality, sharing of information and creativity, and who enjoys engaging constructively with stakeholders, based on our core values: integrity, impartiality, transparency and pragmatism.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- A level of education corresponding to completed university studies in law or a comparable field of study of at least three years, attested by a diploma,
- to have a 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;
- to have a good knowledge of the legislation on data protection and its implications for EU institutions and bodies;
- to have relevant professional experience as well as an extensive capacity for analysis and written expression;
- to have the ability and to be ready to work in a small team in the dynamic environment of a new institution;
- knowledge and previous experience in the field of data protection;
- good knowledge and previous experience in the field of cooperation with Data Protection National Authorities;
- a general knowledge of modern information technology is recommended;
- a thorough knowledge of one of the official languages of the European Union and a good knowledge of another EU language is required. For practical reasons, a good knowledge, preferably active, of English and French is desirable. Knowledge of other official languages would be considered as an advantage.

ADMISSIBILITY :

Officials of the Institutions of the European Union in grades AD5-8 who are interested in this position and who think they have the necessary qualifications, as well as laureates of an EPSO competition are invited to send their application to the functional mailbox Recruitment@edps.europa.eu.

Aligned with our Equal Opportunities strategy and with Article 1d of the Staff Regulations, the EDPS embraces diversity and promotes equal opportunities. The EDPS accepts 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.

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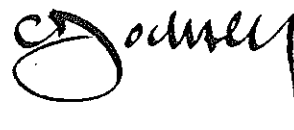
For more information, please contact Ms. Sophie Louveaux, Head of Unit Policy and Consultation, tel. +32 (0) 2.283.19.12.

For an application¹ to be considered valid, candidates must submit:

- the application form
- a detailed curriculum vitae
- an official document attesting the status of an official (category, grade), the different posts held in the EU institutions and bodies, and a copy of the last two evaluation reports; or an official document from EPSO attesting that the candidate is a laureate.

DEADLINE FOR SUBMITTING APPLICATIONS: FROM 3/4/2017 TO 18/4/2017

Brussels, 31st of March 2017



Christopher DOCKSEY

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SOME FACTS ABOUT THE EDPS AND OUR STAFF

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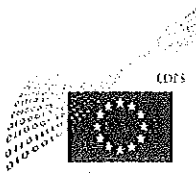
EDPS: A great place to work

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CHRISTOPHER DOCKSEY
DIRECTOR

NOTICE OF VACANCY N° 3/2017

(Publication under Article 29, paragraphs 1 a), b) and c) of the Staff Regulations)

The European Data Protection Supervisor (EDPS) has decided to fill a vacancy in his establishment plan for the grades AD5-8.

EMPLOYMENT: SECRETARIAT OF THE EUROPEAN DATA PROTECTION
SUPERVISOR
UNIT POLICY AND CONSULTATION

**1 ADMINISTRATOR/LEGAL OFFICER SPECIALISED IN DATA
PROTECTION (F/M)**

CATEGORY AND GRADES : AD5-8

PLACE OF EMPLOYMENT : BRUSSELS

JOB DESCRIPTION :

The EDPS is the independent supervisory authority with the task of ensuring that the institutions and bodies of the European Union respect the rights to privacy and protection of personal data when they process personal data or develop new policies.

The Policy and Consultation Unit is in charge of the consultation of the European institutions in any field of activity. This includes:

- advising the Commission and the other competent bodies on legislative proposals and related documents (such as communications or international agreements) in relation to the processing of personal data. This also includes advising on the review of the data protection legal framework;
- cooperating with the national data protection authorities in the carrying out of their functions both directly and within the group established by Article 29 of the Directive 95/46/EC, as well as maintaining relations with (authorities of) third countries and international organisations.

Acting under the authority of the Supervisor, Assistant Supervisor and Director, the legal officer will, in accordance with the instructions of the Head of the Policy and Consultation Unit, take part in a number of tasks contributing to developing and implementing the policy of the EDPS as regards the activity of the Policy and Consultation Unit.

The tasks include:

- follow the developments of EU policy that may have an impact on the protection of personal data;
- advise the Commission and the other competent bodies on legislative proposals and related documents (such as communications or international agreements) in relation to the processing of personal data;
- draft opinions and other documents for the Supervisor;
- assist in the activities of the secretariat for the supervision of coordination groups;
- cooperate with national data protection authorities in the carrying out of their functions both directly and within the group established by Article 29 of the Directive 95/46/EC;
- contribute to the Unit's activities on the review of the data protection legal framework and the relations with the institutions of the European Union;
- represent the EDPS in external meetings, and, where appropriate, in public events.

These activities may require missions away from head office.

We especially look for someone who fits in an informal but professional working environment, where we appreciate collegiality, sharing of information and creativity, and who enjoys engaging constructively with stakeholders, based on our core values: integrity, impartiality, transparency and pragmatism.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- A level of education corresponding to completed university studies in law or a comparable field of study of at least three years, attested by a diploma,
- to have a 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;
- to have a good knowledge of the legislation on data protection and its implications for EU institutions and bodies;
- to have relevant professional experience as well as an extensive capacity for analysis and written expression;
- to have the ability and to be ready to work in a small team in the dynamic environment of a new institution;
- knowledge and previous experience in the field of data protection;
- knowledge and previous experience in the field of cooperation with Data Protection National Authorities is recommended;
- good knowledge of modern information technology is required;
- a thorough knowledge of one of the official languages of the European Union and a good knowledge of another EU language is required. For practical reasons, a good knowledge, preferably active, of English and French is desirable. Knowledge of other official languages would be considered as an advantage.

ADMISSIBILITY :

Officials of the Institutions of the European Union in grades AD5-8 who are interested in this position and who think they have the necessary qualifications, as well as laureates of an EPSO competition are invited to send their application to the functional mailbox Recruitment@edps.europa.eu.

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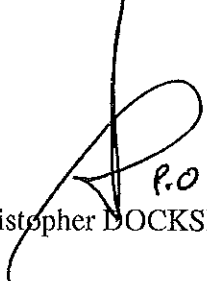
For more information, please contact Ms. Sophie Louveaux, Head of Unit Policy and Consultation, tel. +32 (0) 2.283.19.12.

For an application¹ to be considered valid, candidates must submit:

- the application form
- a detailed curriculum vitae
- an official document attesting the status of an official (category, grade), the different posts held in the EU institutions and bodies, and a copy of the last two evaluation reports; or an official document from EPSO attesting that that the candidate is a laureate.

DEADLINE FOR SUBMITTING APPLICATIONS: FROM 01/6/2017 TO 15/6/2017

Brussels, 31st of May 2017


P.O.
Christopher DOCKSEY

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SOME FACTS ABOUT THE EDPS AND OUR STAFF

EDPS: The smallest and youngest of the EU institutions

The EDPS was established in Brussels in 2004. It has about 60 staff members (most of them EU officials but also some contract agents) working full or part time.

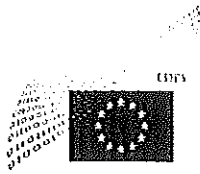
EDPS: A great place to work

We believe that a good working environment is a precondition to ensure staff engagement and well-being and that it is essential to strike a good balance between work and private life. To this end we provide staff with a modern working environment using familiar IT tools, a good balance between work and private life (using flexitime and telework), and very little hierarchy or bureaucracy.

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Our staff benefit from the same mobility policy as the larger EU institutions such as the Commission, Parliament and the Council, because the EDPS is treated as an EU institution for the purposes of the Staff Regulations and the Financial Regulation. As a result, staff can transfer their grade, step, seniority and all the other career elements seamlessly between the EDPS and any of these institutions. Indeed, a spell with the EDPS can be a useful career step for officials who would like to work with us for a while and then return to continue their careers long-term within the larger institutions.



CHRISTOPHER DOCKSEY
DIRECTOR

NOTICE OF VACANCY N° 4/2017

(Publication under Article 29, paragraphs 1 a), b) and c) of the Staff Regulations)

The European Data Protection Supervisor (EDPS) has decided to fill a vacancy in his establishment plan for the grades AST 1- AST 5.

**EMPLOYMENT: SECRETARIAT OF THE EUROPEAN DATA PROTECTION SUPERVISOR
ITP SECTOR**

1 INFORMATION SYSTEMS ASSISTANT (F/M)

CATEGORY AND GRADES: AST 1- AST 5

PLACE OF EMPLOYMENT: BRUSSELS

JOB DESCRIPTION:

The EDPS is an independent supervisory authority with the task of ensuring that the institutions and bodies of the European Union respect the right to privacy when they process personal data or develop new policies. Part of the legal obligation of the EDPS is the supervision of data processing activities of the European Union Agency for Law Enforcement Cooperation (Europol) according Regulation (EU) 2016/794.

Acting under the authority of the Supervisor, Assistant Supervisor and Director, the official will take part in a number of tasks in accordance with the instructions of the Head of the IT Policy Sector. In particular, he or she will:

- contribute to the Sector's tasks related to the supervision of Europol by;
 - acting in support of IT supervision activities of Europol infrastructure and IT systems;
 - evaluating information and IT security measures and formulating recommendations to improve their effectiveness;;
 - conducting inspections and security and data protection audits in complex IT environments;
 - contributing to drafting opinions related with IT issues when supervising Europol
 - monitoring the evolution of Europol as well as the development of ICT used in Europol and which can have an influence on the protection of personal data
- assist the Head of Sector in the management of the Sector;
 - by supporting the planning and follow-up of the activities of the Sector

- by organising events and meetings, including the preparation of reimbursement of experts
- by keeping records and electronic files and ensuring the distribution of the appropriate documentation
- may assist with the setting up of the European Data Protection Board (EDPB);

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- He/she will have a strong technical background, in particular in the domain of IT system administration.
- He/she will have basic knowledge in the field of information security and of IT security.
- He/she will have some experience in conducting inspections or internal/external audits.
- He/she will have a strong logical and methodological working approach.
- in the field related to the functions, secondary studies successfully completed and attested by a diploma, or equivalent professional qualifications;
- three years of experience in the administrative field;
- knowledge of the structure and functioning of the European Union;
- excellent planning and organisation skills;
- sense of responsibility, initiative, human relations and communication;
- sound experience in the use of information technologies, including document management
- He/she will be able to work in a small team in the dynamic environment of a young institution;
- He/she will have a knowledge of legislation or practice concerning data protection with regard to the EU institutions and bodies, and/or professional experience in the field would be considered an asset;
- He/she will have a thorough knowledge of one of the official languages of the European Union and good knowledge of another EU language. For practical reasons, a good knowledge of English and French is desirable. Knowledge of other official languages would be considered as an advantage.

ADMISSIBILITY:

Officials of the Institutions of the European Union in grades AST 1- AST 5 who are interested in this position and who think they have the necessary qualifications are invited to send a request for transfer to the functional mailbox Recruitment@edps.europa.eu. For more information, please contact Achim KLABUNDE Head of the ITP sector, tel. +32 (0) 2.283.19.93.

Aligned with our Equal Opportunities strategy and with Article 1d of the Staff Regulations, the EDPS embraces diversity and promotes equal opportunities. The EDPS accepts 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 (for specific handicap or disability) in order to take part in this selection procedure, please indicate this in your application form.

For an application¹ to be considered valid, candidates must submit:

- a detailed curriculum vitae (EUROPASS format)
- an official document attesting the status of an official (category, grade), the different posts held in the EU institutions and bodies, and a copy of the last two evaluation reports; or an official document from EPSO attesting that the candidate is a laureate.

DEADLINE FOR SUBMITTING APPLICATIONS: FROM 21/6/2017 to 30/6/2017

Brussels, 20 June 2017



Christopher DOCKSEY



¹ All personal data from the applications is processed in accordance with the EDPS Privacy Statement.

SOME FACTS ABOUT THE EDPS AND OUR STAFF

EDPS: The smallest and youngest of the EU institutions

The EDPS was established in Brussels in 2004. It has about 60 staff members (most of them EU officials but also some contract agents) working full or part time.

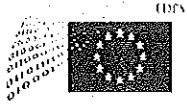
EDPS: A great place to work

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LEONARDO CERVERA NAVAS
ACTING DIRECTOR

NOTICE OF VACANCY N° 5/2017

(Publication under Article 29, paragraphs 1 a) of the Staff Regulations)

The European Data Protection Supervisor (EDPS) has decided to fill a vacancy in his establishment plan for the grades AD 5-8.

EMPLOYMENT: SECRETARIAT OF THE EUROPEAN DATA PROTECTION
SUPERVISOR
RECORD MANAGEMENT SECTOR

1 HEAD OF SECTOR (F/M)

CATEGORY AND GRADES : AD 5-8

PLACE OF EMPLOYMENT : BRUSSELS

JOB DESCRIPTION :

The EDPS is the independent supervisory authority with the task of ensuring that the institutions and bodies of the European Union respect the rights to privacy and protection of personal data when they process personal data or develop new policies.

The EDPS is seeking a candidate to perform the task of Head of Records Management Sector (RMS).

The Head of RMS will be responsible for managing and coordinating the RMS; the position requires expert skills and professional knowledge and experience. The Head of RMS will have the ability to provide management assistance to the organisation, notably to take responsibility for this area of activity. Acting under the authority of the Supervisor, Assistant Supervisor and Director, the Head of RMS will have the following tasks:

- Manage the work of the Records Management Sector (RMS): ensure quality standards and timeliness in sector activities; allocate tasks/responsibilities to sector staff; supervise and monitor progress and fulfilment of objectives; monitor and evaluate individual and team performance; participate to recruitment process.
- Elaborate records and archives management policies and related procedures, and monitor their implementation.
- Provide support to Units and Sectors with regard to archiving and document management issues.
- Act as business administrator for the EDPS Case Management System (CMS): manage further customisation of Fabasoft Folio Governance edition (EDPS CMS) to match business needs for EDPS; manage acceptance testing for CMS updates; provide training

and second level in-house support, in close cooperation with IT/support staff, business owners and staff members; produce or update the necessary documentation.

- Coordinate the preparation of the Annual Management Plan (objectives, outputs, deadlines) and its reviews.
- Contribute to ensuring effective planning, coordination and follow-up of the activities of the EDPS
- Prepare and follow-up the weekly Director's Meeting.
- Represent the EDPS in external meetings.

These activities may require missions away from head office.

We especially look for someone who fits in an informal but professional working environment, where we appreciate collegiality, sharing of information and creativity, and who enjoys engaging constructively with stakeholders, based on our core values: integrity, impartiality, transparency and pragmatism.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- to have a relevant level of education attested by a diploma;
- to have a 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;
- to have good management and coordination skills. Experience in these functions would be considered as an advantage;
- to have relevant professional experience of at least 3 years;
- to have good knowledge and relevant experience in the fields of knowledge and document management;
- to have good written and oral communication skills and excellent project management skills;
- to have the ability to work in a small team in the dynamic environment of a new institution;
- to have a thorough knowledge of one of the official languages of the European Union and good knowledge of another EU language. For practical reasons, a good knowledge, preferably active, of English and French is desirable. Knowledge of other official languages would be considered an advantage;

ADMISSIBILITY :

Officials of the EDPS in grades AD5-8 who are interested in this position and who think they have the necessary qualifications, as well as certified officials are invited to send their application to the functional mailbox Recruitment@edps.europa.eu.

Aligned with our Equal Opportunities strategy and with Article 1d of the Staff Regulations, the EDPS embraces diversity and promotes equal opportunities. The EDPS accepts 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 (for specific handicap or disability) in order to take part in this selection procedure, please indicate this in your application form.

For more information, please contact Mr CERVERA NAVAS, Acting Director, tel. +32 (0) 2.283.19.03.

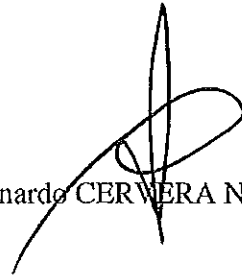
For an application¹ to be considered valid, candidates must submit:

- the application form
- a detailed curriculum vitae
- an official document attesting the status of an official (category, grade), the different posts held in the EU institutions and bodies, and a copy of the last two evaluation reports; or an official document from EPSO attesting that the candidate is a laureate.

DEADLINE FOR SUBMITTING APPLICATIONS: FROM 7/7/2017 TO 14/7/2017

Brussels, 6th of July 2017

Leonardo CERVERA NAVAS



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SOME FACTS ABOUT THE EDPS AND OUR STAFF

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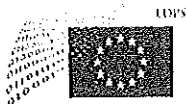
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LEONARDO CERVERA NAVAS
ACTING DIRECTOR

NOTICE OF VACANCY N° 6/2017

(Publication under Article 29, paragraphs 1 a) of the Staff Regulations)

The European Data Protection Supervisor (EDPS) has decided to fill a vacancy in his establishment plan for the grades AD5-8.

EMPLOYMENT: SECRETARIAT OF THE EUROPEAN DATA PROTECTION
SUPERVISOR
INFORMATION AND COMMUNICATION SECTOR

1 HEAD OF SECTOR (F/M)

CATEGORY AND GRADES : AD5-8

PLACE OF EMPLOYMENT : BRUSSELS

JOB DESCRIPTION :

The EDPS is the independent supervisory authority with the task of ensuring that the institutions and bodies of the European Union respect the rights to privacy and protection of personal data when they process personal data or develop new policies.

The EDPS is seeking a candidate to perform the task of Head of Information and Communication Sector.

The Head of Information and Communication sector will be responsible for manage and coordinate the Information and Communication Sector of the EDPS. Contribute to developing and implementing the strategy and policy of the institution as regards information and communication, which includes press relations, public information, online activities and tools, awareness raising, events organisation and publications. Acting under the authority of the Supervisor, Assistant Supervisor and Director, the Head of I&C will have the following tasks:

COORDINATION AND MANAGEMENT TASKS

- Ensure effective planning and management of sector activities.
- Assure quality standards and timeliness.

- Establish the work programme of the sector (objectives, outputs, deadlines).
- Supervise and monitor progress and fulfilment of objectives; monitor and evaluate individual and team performance

BUDGET MANAGEMENT

- Establish the budget requirement, decide the internal allocation within the sector and manage the implementation of annual budgetary resources allocated to the sector, in order to support in the most effective manner the policies and priorities of the EDPS.
- Supervise and control financial transactions relating to the work program of the sector covering organisational as well as administrative aspects (meetings, missions, contracts etc).

COMMUNICATION and PUBLICATION

Manage and coordinate the Information and Communication Sector of the EDPS, whose tasks include:

- Steering the development and implementation of a communication strategy and related action plan
- Setting priorities and planning, allocating tasks to team members, ensuring quality of work, coordinating work with the policy teams, acting as a bridge between top management and the members of the Communications team
- Ensuring media contacts and handling press requests
- Coordinating the organising of press conferences/ interviews
- Production of a weekly internal press review
- Taking charge of the various aspects of the production process of the Annual Report and ensuring its production with the Publications Office of the European Union
- Taking charge of the various aspects of audio-visual communication (eg the production of videos)
- Ensuring contacts with the general public through replies to information requests, and the organisation of study visits
- Ensuring the logistic organisation of EU Data Protection Day (January) and EU Open Day (May)
- Establishing priorities for content and technical developments on the EDPS website and supervising their implementation
- Ensuring a coherent approach in the way the EDPS (as an institution) is presented on the web (e.g. Europa portal, Wikipedia, social media: EDPS accounts on Twitter, YouTube and LinkedIn).

We especially look for someone who fits in an informal but professional working environment, where we appreciate collegiality, sharing of information and creativity, and who enjoys engaging constructively with stakeholders, based on our core values: integrity, impartiality, transparency and pragmatism.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- A level of education corresponding to completed university studies in relevant field, attested by a diploma or at least 6 years of experience in the field;
- to have a 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;
- to have relevant professional experience as well as an extensive capacity for analysis and written expression;
- Experience in team coordination, task management and quality control is required.
- to be able to develop an effective communication strategy and relate action plan.
- to have the ability to think strategically and creatively about how communication can increase the effectiveness of EDPS core actions
- to have the ability to build and maintain relations with media,
- to have good knowledge of the new communication tools (such as communicating through social media)
- to have good working knowledge of design and print process and experience in developing, upgrading and editing a website;
- to have the ability and to be ready to work in a small team in the dynamic environment of a new institution;
- interest in EU legal issues, more particularly, in privacy and data protection matters will be considered an advantage;
- a thorough knowledge of one of the official languages of the European Union and a good knowledge of another EU language is required. For practical reasons, a good knowledge, preferably active, of English and French is desirable. Knowledge of other official languages would be considered as an advantage.

ADMISSIBILITY :

Officials of the EDPS in grades AD5-8 who are interested in this position and who think they have the necessary qualifications, as well as certified officials are invited to send their application to the functional mailbox Recruitment@edps.europa.eu.

Aligned with our Equal Opportunities strategy and with Article 1d of the Staff Regulations, the EDPS embraces diversity and promotes equal opportunities. The EDPS accepts 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 (for specific handicap or disability) in order to take part in this selection procedure, please indicate this in your application form.

For more information, please contact Mr CERVERA NAVAS, Acting Director, tel. +32 (0) 2.283.19.03.

For an application¹ to be considered valid, candidates must submit:

- the application form
- a detailed curriculum vitae
- an official document attesting the status of an official (category, grade), the different posts held in the EU institutions and bodies, and a copy of the last two evaluation reports; or an official document from EPSO attesting that that the candidate is a laureate.

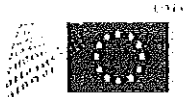
DEADLINE FOR SUBMITTING APPLICATIONS: FROM 7/7/2017 TO 14/7/2017

Brussels, 6th of July 2017



Leonardo CERVERA NAVAS

¹ All personal data from the applications is processed in accordance with the EDPS Privacy Statement.



LEONARDO CERVERA NAVAS
ACTING DIRECTOR

NOTICE OF VACANCY N° 7/2017

(Publication under Article 29, paragraphs 1 a), b) and c) of the Staff Regulations)

The European Data Protection Supervisor (EDPS) has decided to fill a vacancy in his establishment plan for the grades AD5-9.

EMPLOYMENT: SECRETARIAT OF THE EUROPEAN DATA PROTECTION
SUPERVISOR
INFORMATION AND COMMUNICATION SECTOR

**1 Information & Communication Officer for the future EDPB
Secretariat (F/M)**

CATEGORY AND GRADES : AD5-9

PLACE OF EMPLOYMENT : BRUSSELS

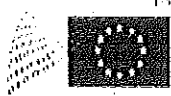
JOB DESCRIPTION :

The EDPS is the independent supervisory authority with the task of ensuring that the institutions and bodies of the European Union respect the rights to privacy and protection of personal data when they process personal data or develop new policies.

The regulation (EU) 2016/679 provides for the establishment of the EDPB, a body of the Union with legal personality that shall act independently and which will be 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 will be composed of the Heads of national data protection supervisory authorities and the European Data Protection Supervisor and will be established as from 25 May 2018, the date of the entry into application of the regulation (EU) 2016/679. The EDPB will receive analytical, administrative and logistical support from the EDPB Secretariat that will be provided by the EDPS.

The EDPS is seeking a candidate to perform the tasks of an Information & Communication Officer of the future EDPB Secretariat.



Acting under the authority of the Supervisor, Assistant Supervisor and Director, the officer will take part in a number of tasks in accordance with the instructions of the Head of the Information & Communication Sector. The selected candidate will be assisting in the information and communication activities related to the setting up of the future EDPB Secretariat, including:

- Writing news, press releases, speeches, and blog posts
- Updating media and press database
- Writing annual report
- Writing publications
- Answering and sending press requests (oral / written)
- Answering and sending information requests (oral / written)
- Writing web content
- Writing social media content
- Writing briefing for audio-visual material
- Organising events and study visits (briefing, content, presentation)

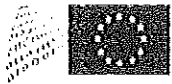
Once the EDPB is in place, this post will be transferred to the EDPB Secretariat and the official will act only under the instructions of the chair of the EDPB.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- in the field related to the position, secondary education successfully completed and attested by a diploma, or equivalent professional qualifications;
- to have good writing and organisational skills and experience in press office work including small deadlines;
- to have good computer skills: experience relating using MS Office (specially Word, PowerPoint, Excel), social networks and Web Content Management Software
- experience in organisation of events and public speeches;
- to have a sufficient knowledge of the structure and functioning of the European Union and its main communication events;
- to have the ability and to be ready to work in a small team in the dynamic environment of a new institution;
- a thorough knowledge of one of the official languages of the European Union and good knowledge of another EU language. For practical reasons, a good knowledge of English is necessary and of French desirable. Knowledge of other official languages would be considered as an advantage.

ADMISSIBILITY :

Officials of the Institutions of the European Union in grades AD5-8 who are interested in this position and who think they have the necessary qualifications, as well as laureates of an EPSO competition are invited to send their application to the functional mailbox Recruitment@edps.europa.eu.



Aligned with our Equal Opportunities strategy and with Article 1d of the Staff Regulations, the EDPS embraces diversity and promotes equal opportunities. The EDPS accepts 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 (for specific handicap or disability) in order to take part in this selection procedure, please indicate this in your application form.

For more information, please contact Mr Olivier Rossignol, Head of the I&C Sector, tel. +32 (0) 2.283.19.35.

For an application¹ to be considered valid, candidates must submit:

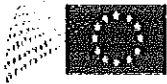
- the application form
- a detailed curriculum vitae
- an official document attesting the status of an official (category, grade), the different posts held in the EU institutions and bodies, and a copy of the last two evaluation reports; or an official document from EPSO attesting that that the candidate is a laureate.

DEADLINE FOR SUBMITTING APPLICATIONS: FROM 22/08/2017 TO 15/09/2017

Brussels, 21st of August 2017


Leonardo CERVERA NAVAS

¹ All personal data from the applications is processed in accordance with the EDPS Privacy Statement.



SOME FACTS ABOUT THE EDPS AND OUR STAFF

EDPS: The smallest and youngest of the EU Institutions

The EDPS was established in Brussels in 2004. It has about 70 staff members (most of them EU officials but also some contract agents) working full or part time.

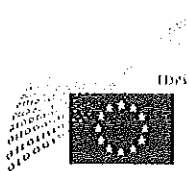
EDPS: A great place to work

We believe that a good working environment is a precondition to ensure staff engagement and well-being and that it is essential to strike a good balance between work and private life. To this end we provide staff with a modern working environment using familiar IT tools, a good balance between work and private life (using flexitime and telework), and very little hierarchy or bureaucracy.

EDPS: A place to grow and develop your career in an EU institution

Due to the small size of the institution, our staff enjoys a high level of autonomy and diversity of tasks, working in small, dynamic teams. We have developed an ambitious "Learning & development policy" to foster personal development and to improve personal skills and competencies.

Our staff benefit from the same mobility policy as the larger EU institutions such as the Commission, Parliament and the Council, because the EDPS is treated as an EU institution for the purposes of the Staff Regulations and the Financial Regulation. As a result, staff can transfer their grade, step, seniority and all the other career elements seamlessly between the EDPS and any of these institutions. Indeed, a spell with the EDPS can be a useful career step for officials who would like to work with us for a while and then return to continue their careers long-term within the larger institutions.



LEONARDO CERVERA NAVAS
ACTING DIRECTOR

NOTICE OF VACANCY N° 8/2017

(Publication under Article 29, paragraphs 1 a), b) and c) of the Staff Regulations)

The European Data Protection Supervisor (EDPS) has decided to fill a vacancy in his establishment plan for the grades AD5-8.

**EMPLOYMENT : SECRETARIAT OF THE EUROPEAN DATA PROTECTION SUPERVISOR
UNIT SUPERVISION AND ENFORCEMENT**

1 ADMINISTRATOR/LEGAL OFFICER SPECIALISED IN DATA PROTECTION (F/M)

CATEGORY AND GRADES : AD5-8

PLACE OF EMPLOYMENT : BRUSSELS

JOB DESCRIPTION :

The EDPS is the independent supervisory authority with the task of ensuring that the institutions and bodies of the European Union respect the rights to privacy and protection of personal data when they process personal data or develop new policies.

Acting under the authority of the Supervisor, Assistant Supervisor and Director, the officer will take part in a number of tasks in accordance with the instructions of the Head of the Supervision and Enforcement Unit.

The tasks related to ensuring the application of Regulation (EC) 45/2001 may include, in particular:

- conducting prior checks of processing operations likely to present specific risks and consult on the need for such prior checks;
- performing inspections and audits;
- informing and advising EU institutions and bodies on the application of the Regulation;
- informing and advising controllers and data subjects on their rights and obligations;
- handling prima facie inadmissible complaints;
- hearing and investigating complaints and other requests of data subjects and conduct inquiries;

- cooperating with the Data Protection Officers of the EU institutions and bodies;
- representing the institution before the Court of Justice.

In addition, the officer may be asked to cooperate with colleagues concerning the EDPS tasks related to the application of Regulation (EU) 2016/794 (Europol)

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- to have successfully accomplished and completed university studies preferably in the field of law attested by a diploma;
- to have a 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;
- a good knowledge of the legislation on data protection and its implications for EU institutions and bodies is considered an asset;
- professional experience regarding the workings of Europol or (EU) law enforcement are considered an asset;
- to have relevant professional experience as well as an extensive capacity for analysis and written expression;
- to have the ability and to be ready to work in a small team in the dynamic environment of a new institution;
- Willingness to obtain security clearance (security clearance in a previous position would be considered a bonus);
- previous experience in the field of data protection will be considered as an advantage;
- a general knowledge of modern information technology is recommended;
- a thorough knowledge of one of the official languages of the European Union and a good knowledge of another EU language is required. For practical reasons, a good knowledge, preferably active, of English and French is desirable. Knowledge of other official languages would be considered as an advantage.

These activities may require missions away from head office.

We especially look for someone who fits in an informal but professional working environment, where we appreciate collegiality, sharing of information and creativity, and who enjoys engaging constructively with stakeholders, based on our core values: integrity, impartiality, transparency and pragmatism.

ADMISSIBILITY :

Officials of the Institutions of the European Union in grades AD5-8 who are interested in this position and who think they have the necessary qualifications, as well as laureates of an EPSO competition are invited to send their application to the functional mailbox Recruitment@edps.europa.eu.

Aligned with our Equal Opportunities strategy and with Article 1d of the Staff Regulations, the EDPS embraces diversity and promotes equal opportunities. The EDPS accepts 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 (for specific handicap or disability) in order to take part in this selection procedure, please indicate this in your application form.

For more information, please contact Ms. Benedicte RAEVENS, Acting Head of Unit Supervision and Enforcement, tel. +32 (0) 2.3.19.17.

For an application¹ to be considered valid, candidates must submit:

- the application form
- a detailed curriculum vitae
- an official document attesting the status of an official (category, grade), the different posts held in the EU institutions and bodies, and a copy of the last two evaluation reports; or an official document from EPSO attesting that the candidate is a laureate.

DEADLINE FOR SUBMITTING APPLICATIONS: FROM 07/07/2017 TO 18/7/2017

Brussels, 6th of July 2017

Leonardo CERVERA NAVAS



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SOME FACTS ABOUT THE EDPS AND OUR STAFF

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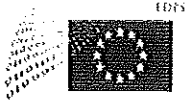
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Due to the small size of the institution, our staff enjoys a high level of autonomy and diversity of tasks, working in small, dynamic teams. We have developed an ambitious "Learning & development policy" to foster personal development and to improve personal skills and competencies.

Our staff benefit from the same mobility policy as the larger EU institutions such as the Commission, Parliament and the Council, because the EDPS is treated as an EU institution for the purposes of the Staff Regulations and the Financial Regulation. As a result, staff can transfer their grade, step, seniority and all the other career elements seamlessly between the EDPS and any of these institutions. Indeed, a spell with the EDPS can be a useful career step for officials who would like to work with us for a while and then return to continue their careers long-term within the larger institutions.



LEONARDO CERVERA NAVAS
ACTING DIRECTOR

NOTICE OF VACANCY N° 9/2017

(Publication under Article 29, paragraphs 1 a), b) and c) of the Staff Regulations)

The European Data Protection Supervisor (EDPS) has decided to fill a vacancy in his establishment plan for the grades AD5-8.

**EMPLOYMENT : SECRETARIAT OF THE EUROPEAN DATA PROTECTION
SUPERVISOR
UNIT SUPERVISION AND ENFORCEMENT**

**1 ADMINISTRATOR/LEGAL OFFICER SPECIALISED IN DATA
PROTECTION (F/M)**

CATEGORY AND GRADES : AD5-8

PLACE OF EMPLOYMENT : BRUSSELS

JOB DESCRIPTION :

The EDPS is the independent supervisory authority with the task of ensuring that the institutions and bodies of the European Union respect the rights to privacy and protection of personal data when they process personal data or develop new policies.

Acting under the authority of the Supervisor, Assistant Supervisor and Director, the officer will take part in a number of tasks in accordance with the instructions of the Head of the Supervision and Enforcement Unit.

The tasks related to ensuring the application of Regulation (EC) 45/2001 may include, in particular:

- conducting prior checks of processing operations likely to present specific risks and consult on the need for such prior checks;
- performing inspections and audits;
- informing and advising EU institutions and bodies on the application of the Regulation;
- informing and advising controllers and data subjects on their rights and obligations;
- handling prima facie inadmissible complaints;
- hearing and investigating complaints and other requests of data subjects and conduct inquiries;

- cooperating with the Data Protection Officers of the EU institutions and bodies;
- representing the institution before the Court of Justice.

In addition, the officer may be asked to cooperate with colleagues concerning the EDPS tasks related to the application of Regulation (EU) 2016/794 (Europol)

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- to have successfully accomplished and completed university studies preferably in the field of law attested by a diploma;
- to have a 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;
- a good knowledge of the legislation on data protection and its implications for EU institutions and bodies is considered an asset;
- professional experience regarding the workings of Europol or (EU) law enforcement are considered an asset;
- to have relevant professional experience as well as an extensive capacity for analysis and written expression;
- to have the ability and to be ready to work in a small team in the dynamic environment of a young institution;
- willingness to obtain security clearance (security clearance in a previous position would be considered a bonus);
- previous experience in the field of data protection will be considered as an advantage;
- a general knowledge of modern information technology is recommended;
- a thorough knowledge of one of the official languages of the European Union and a good knowledge of another EU language is required. For practical reasons, a good knowledge, preferably active, of English and French is desirable. Knowledge of other official languages would be considered as an advantage.

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We especially look for someone who fits in an informal but professional working environment, where we appreciate collegiality, sharing of information and creativity, and who enjoys engaging constructively with stakeholders, based on our core values: integrity, impartiality, transparency and pragmatism.

ADMISSIBILITY :

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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 (for specific handicap or disability) in order to take part in this selection procedure, please indicate this in your application form.


For more information, please contact Ms. Verónica PEREZ ASINARI, Head of Unit Supervision and Enforcement, tel. +32 (0) 28.31.921.

For an application¹ to be considered valid, candidates must submit:

- the application form
- a detailed curriculum vitae
- an official document attesting the status of an official (category, grade), the different posts held in the EU institutions and bodies, and a copy of the last two evaluation reports; or an official document from EPSO attesting that the candidate is a laureate.

DEADLINE FOR SUBMITTING APPLICATIONS: FROM 08/09/2017 TO 22/09/2017

Brussels, 7th of September 2017


Leonardo CERVERA NAVAS

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SOME FACTS ABOUT THE EDPS AND OUR STAFF

EDPS: The smallest and youngest of the EU institutions

The EDPS was established in Brussels in 2004. It has about 70 staff members (most of them EU officials but also some contract agents) working full or part time.

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Our staff benefit from the same mobility policy as the larger EU institutions such as the Commission, Parliament and the Council, because the EDPS is treated as an EU institution for the purposes of the Staff Regulations and the Financial Regulation. As a result, staff can transfer their grade, step, seniority and all the other career elements seamlessly between the EDPS and any of these institutions. Indeed, a spell with the EDPS can be a useful career step for officials who would like to work with us for a while and then return to continue their careers long-term within the larger institutions.



Manuel de Recrutement



Introduction

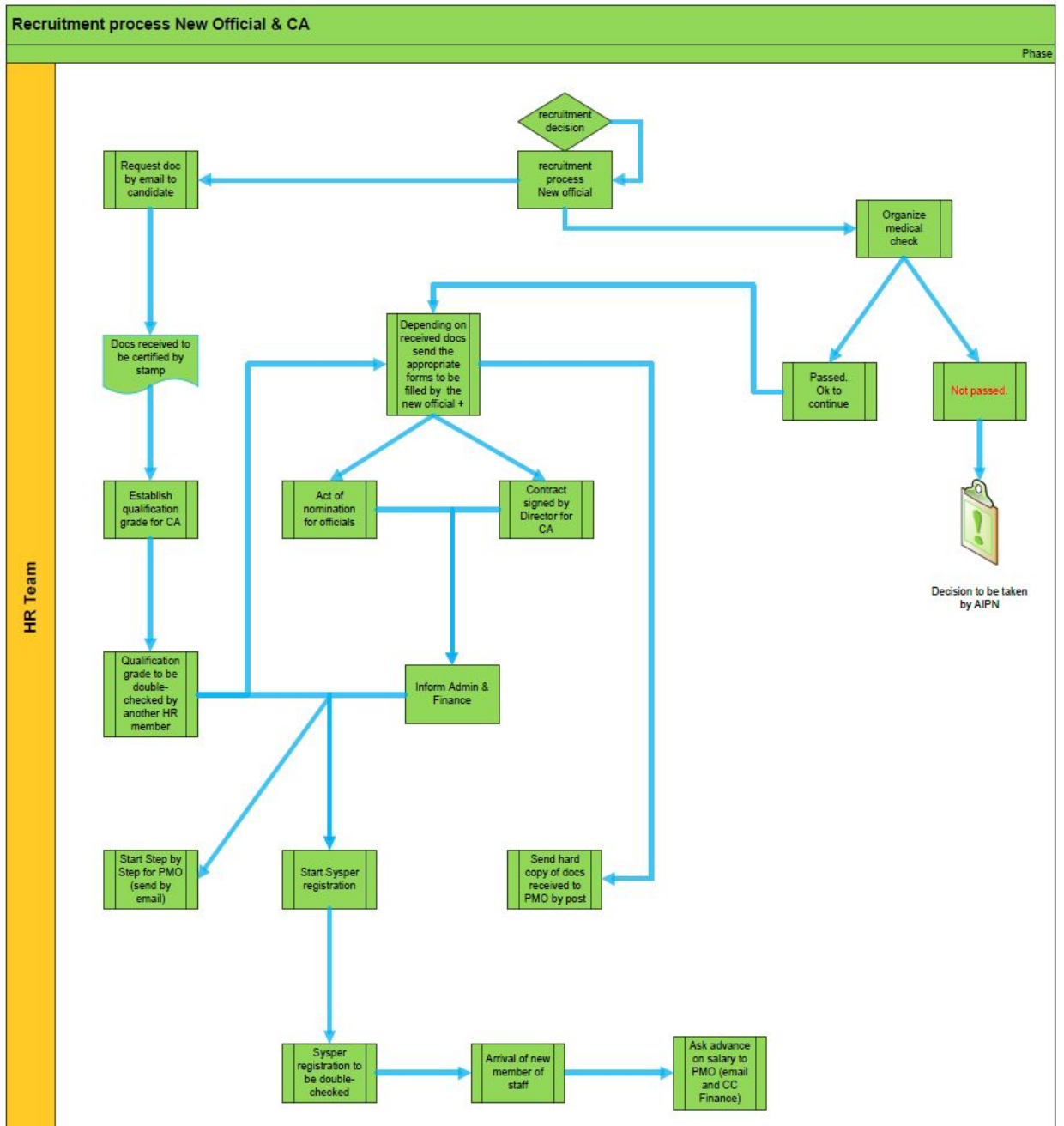
Ce manuel est proposé en qualité de support lors de recrutement de personnel au sein du CEPD.

L'objectif du manuel est de fournir l'information nécessaire au chargé de dossier de sorte à ce que celui-ci puisse effectuer sans difficulté chaque étape du processus de recrutement.

L'équipe des ressources humaines s'engage à appliquer les règles en vigueur dans le statut du personnel des institutions Européennes lors de chaque recrutement.



Les instructions suivantes ont été rédigées en suivant la logique établie par le processus de recrutement de l'unité HRBA du CEPD



1. Lancement du recrutement



Le recrutement débute suite à la demande reçue de par l'officier RH en charge de la sélection au sein du CEPD. Dans sa demande, l'officier informera le chargé du recrutement du nom et de la future fonction du candidat sélectionné.

2. Demande de documents au candidat

Ces documents sont à fournir par le candidat sélectionné :

- grille de classement



Grading grid.doc

- confirmation de la visite médicale (si elle a déjà eu lieu)
- copie de la carte d'identité ou passeport
- 1 photo d'identité
- certificat de naissance
- certificat de naissance des enfants à charge
- certificat de mariage ou divorce
- copie des diplômes
- copie des contrats de travail
- dernière fiche de paie
- certificat de bonne vie et mœurs

En plus des documents ci-dessous, la personne recrutée doit également fournir les documents suivants :

- fixation des droits
- rectification du lieu d'origine
- déclaration de confidentialité
- RCAM
- signalétique financier
- entité légale



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fich_sign_ba_gb_fr.pdf



form FR.doc



Decl-Conf FR MARCH
2012.doc



NEW FORM 1
ENbis.pdf



RECTIF LIEU ORIGIN
EN.pdf



Il est à noter que chaque document reçu devra être vérifié et cacheté pour vérification et réception. Ceci ne garantit pas que le document soit accepté.

*** Attention, une copie des documents devra être envoyée au PMO par courrier postal***

3. Prise du rendez-vous médical

En parallèle à la demande des documents du candidat, le chargé de dossier doit contacter le Service médical pour toute personne qui n'a pas travaillé par le passé pour les institutions EU ou pour toute personne ayant quitté les institutions EU depuis plus d'un an.

La demande est à envoyer au Service Médical de la CE :
SERV-MEDICAL-RENDEZ-VOUS@ec.europa.eu

Exemple de demande :

Bonjour,
 Serait-il possible d'avoir un rendez-vous pour une visite médicale d'embauche pour la personne suivante :

NOM (en majuscules)	
Prénom	
Numéro Per ID	À prendre de SYP SER
Statut (CA or TA)	
Nationalité	
Date de naissance	
Langues	
Date contrat	
Proposition de dates	
Date confirmée par SM	

Le Service médical répondra par échange d'email à la demande en confirmant la date et heure du rendez-vous.



Dès confirmations du rendez-vous le chargé de dossier doit immédiatement informer le candidat. Étant donné que certains candidats sont recrutés en dehors de la Belgique, ceux-ci doivent se déplacer à Bruxelles pour le rendez-vous médical.

4. Grille de classement (Agent contractuel)

Après réception des documents fournis par le candidat, le chargé de dossier devra compléter la grille de classement qui déterminera l'échelon du candidat. Le grade ayant déjà été décidé lors de la publication du poste.



Grading grid.doc

Lorsque la grille est complétée, le chargé de dossier se doit de la présenter à un officier en RH pour que celle-ci soit vérifiée. Les documents fournis par le candidat en guise de justificatifs devront également être fournis à l'officier désigné pour la vérification.

5. Contrat Agent Contractuel / Nomination Fonctionnaire

Agent contractuel :

Lorsque la grille de classement a été approuvée, le chargé de dossier peut dès lors rédiger le contrat de l'agent et le soumettre à la signature de l'AIPN.

Exemple de contrat :



exemple contrat.doc

Le contrat devra être fourni en deux exemplaires à l'AIPN pour signature. L'agent devra également signer les deux exemplaires.

Un exemplaire sera transmis au PMO (scan) et classé dans le dossier personnel de l'agent. Le deuxième exemplaire sera remis à l'agent.

Fonctionnaire :



L'acte de nomination de tout nouveau fonctionnaire doit être rédigé en accord avec le concours réussi par le candidat.

Exemple d'acte de nomination :

L'acte de nomination devra être fourni en deux exemplaires à l'AIPN pour signature. Le fonctionnaire devra également signer les deux exemplaires.

Un exemplaire sera transmis au PMO (scan) et classé dans le dossier personnel du fonctionnaire. Le deuxième exemplaire sera remis au fonctionnaire.

Transmission équipe financière :

Lorsque le contrat ou l'acte de nomination sont signés par l'AIPN et l'agent/fonctionnaire. Le chargé de dossier doit informer l'équipe financière du CEPD de tous les recrutements.

Exemple d'email :

Bonjour,

Pour votre information :

Engagement de Mme (NOM Prénom) le (date début de contrat) – (Nationalité) – (grade) – (durée du contrat si agent contractuel) – (situation familiale) – (droit probable à l'expatriation) – (lieu de recrutement)

6. Step by step (PMO)

Le document si après est à remplir et est a envoyé au PMO :

PMO-AGENCES-ALLOCATION@ec.europa.eu et PMO-AGENCIES-SALARIES@ec.europa.eu



STEP BY STEP.pdf

7. Enregistrement dans SYSPER2

Vérification des postes dans SYSPER2



Si le poste est disponible dans SYSPER2 :

- Aller dans le module recrutement
- Sélectionner recruter un agent en production centrale
- Agent contractuel 3ter (max 6 ans) ***attention ne pas choisir 3bis car uniquement pour agent en durée déterminée généralement dans les agences de la CE***
- Cliquer suivant
- Choisir nom de la personne
- Chercher dans la base de données RETO

Lorsque la personne est trouvée, il faut vérifier toutes les données pour s'assurer que tout est correct. Toute erreur est grave.

- Cliquer sur nouvelle réservation
- Vérifier les données et continuer
- Choisir le centre de gestion (CEPD/EDPS)
- Ok
- Ajout du n° per id
- Ajout date effet et date de fin du contrat
- Choisir à nouveau le centre de gestion (CEPD/EDPS)
- Au 2^{ème} onglet ne rien sélectionner
- Enregistrer
- Renvoyer profile vers SYSPER2
- Fin

Si le poste n'est pas disponible dans SYSPER2 :

Afin de pouvoir attribuer un poste à tout nouveau membre du personnel il faut qu'il y ait soit un poste inoccupé de disponible (ex. EX - Marie DUPONT) ou soit il faut créer un nouveau poste.

Dans l'éventualité où il n'y aurait pas de poste disponible à attribuer au nouvel arrivant, la procédure est la suivante :

- Aller dans SYSPER2 <http://intracomm.ec.testa.eu/SYSPER2/login.jsp>
- Créer poste
- Introduire la date de début de contrat, ainsi que la date de fin de contrat
- Ne pas remplir la case type de poste

Retour dans le menu

- Cliquer dans l'onglet supérieur droit 'voir futurs postes'
- Noter le n° du nouveau poste inoccupé
- Sélectionner le poste
- Cliquer sur couverture budgétaire
- Ajouter une couverture budgétaire



- Ajouter date de début et de fin du contrat
- Choisir la catégorie 'type de personne'
- Choisir agent contractuel
- Choisir le groupe de fonction
- Choisir la référence budgétaire (une seule disponible au CEPD)
- Sélectionner la référence
- Sauver
- Ensuite cliquer sur 'créer Per. Id.'

Retour dans menu et sélection le lien 'recrutement'

- Sélectionner recruter un agent en production centrale
- Agent contractuel 3ter (max 6 ans) ***attention ne pas choisir 3bis car uniquement pour agent en durée déterminée généralement dans les agences de la CE***
- Cliquer suivant
- Choisir nom de la personne
- Chercher dans la base de données RETO

Lorsque la personne est trouvée, il faut vérifier toutes les données pour s'assurer que tout est correct. Toute erreur est grave.

- Cliquer sur nouvelle réservation
- Vérifier les données et continuer
- Choisir le centre de gestion (CEPD/EDPS)
- Ok
- Ajout du n° per id
- Ajout date effet et date de fin du contrat
- Choisir à nouveau le centre de gestion (CEPD/EDPS)
- Au 2^{ème} onglet ne rien sélectionner
- Enregistrer
- Renvoyer profile vers SYSPER2
- Fin

8. Transmission d'information au secteur ADMIN

Lors de l'entrée en service d'un agent ou d'un fonctionnaire. Le chargé de dossier doit avertir au minimum deux semaines avant la date de début l'équipe ADMIN.

Exemple d'email :

Bonjour,

Arrivée de Mme NOM Prénom le xx/xx/20xx – née le xx/xx/xx – n°pers. : xxx – équipe des secrétaires – contractuel pour 6 mois.

9. Demande d'avance sur salaire



Le jour de l'arrivée de l'agent/fonctionnaire (ou avant si possible), le chargé de dossier doit faire une demande d'avance sur salaire au PMO.

Exemple d'email :

To : PMO-AGENCES-ALLOCATION@ec.europa.eu ; PMO-AGENCIES-SALARIES@ec.europa.eu ; PMO-FICHER-TIERS-AGENCES@ec.europa.eu

Cc : équipe financière RH du CEPD

Bonjour,

Je vous remercie de bien vouloir faire une avance sur salaire pour Mme XXX dont vous trouverez les coordonnées bancaires en annexe.

Les documents annexés auront été remplis au préalable par l'agent/fonctionnaire.

10. Création des dossiers papier

Il faudra créer pour chaque agent ou fonctionnaire 2 dossiers papier. Voici la liste des intercalaires NDP qui doivent être imprimés. Les documents appropriés devront être placés après chaque intercalaire.

1. Partie Carrière
 - Intercalaire de début
 - Document relatif à la candidature (CV)
 - Document relatif à la candidature (Diplômes)
 - Document relatif à la candidature (Attestations d'emploi)
 - Document relatif à la candidature (Service médical)
 - Divers : dossier administratif (preuve CAST ou concours)
 - Détermination de l'expérience professionnelle (grille de classement)
 - Contrat
 - Intercalaire de fin

2. Partie Personnelle
 - Intercalaire de début
 - Document personnel ou familial (passeport/ carte id)
 - Document personnel ou familial (certificat de naissance)
 - Document personnel ou familial (casier judiciaire)
 - Document personnel ou familial (certificat de résidence)
 - Renseignements bancaires et/ou entité légale (entité légale + sign. Financier)
 - Entrée en service : fixation des droits (détermination des droits doc PMO)
 - Détermination du lieu d'origine : fixation lieu de recrutement (doc PMO + justificatifs)
 - Divers : dossier administratif (doc RCAM)
 - Divers : dossier administratif (step by step)
 - Intercalaire de fin



11. Rapport de stage AC/Fonctionnaire

Le rapport de stage est fait 9 mois après l'engagement de l'agent/fonctionnaire celui-ci a pour but de confirmer l'agent/fonctionnaire dans ses fonctions.

Procédure de clôture dans SYSPER2 :

- Aller dans l'onglet recrutement
- Période de stage
- Choisir date à partir de

Ceci permet de voir quelles sont les personnes qui doivent encore avoir leurs périodes de stages clôturées.

- Cliquer sur le nom de la personne dont il faut clôturer le dossier de stage
 - Valider la date de fin de stage
 - Vérifier
 - Retourner dans recrutement
 - Fin de stage
 - Choisir l'agent
 - Cliquer sur nouveau
 - Confirmer dans les fonctions (si tel est le cas)
 - Sauver
 - Décider
 - Dater
 - Approuver
 - Valider dossier
-
- Vérifier le dossier dans l'historique de carrière afin de s'assurer que tout est correct
 - Faire le nécessaire dans NDP + dossier carrière papier

12. Départ Agent Contractuel

Lorsqu'un agent quitte le CEPD, l'agent doit compléter les documents suivants :

Déclaration allocation de départ



DéclarAlloc
depart-FR.pdf



Déclaration de transfert



DéclarTFT-FR.pdf

Dès que ceux-ci sont complétés, ils doivent être envoyés au PMO (Anne Frisque).

Les documents sont disponibles sur le shared drive S:\Unité Personnel-Budg-Admin 2008\6-CONFIDENTIAL HR MATTERS\Document PMO\Depart\Cessation_fin de contrat

Selection procedure manual

Officials (AD, AST, AST-SC), competition laureates, temporary
agents and contract agents

Version 3, May 2014
(update 25/09/2014)
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- 2- administrator's manual - Interinstitutional vacancy website
- 3- eRL manual
- 4- travel expenses form - FR
- 4bis- travel expenses form - EN
- 4ter- financial identification
- 4quater- Legal entities
- 5- EDPS Internal directive on travel expenses
- 5bis Procedure for travel expenses reimbursement
- 6- accompanying form sent to PMO
- 7- procedure for the reimbursement file
- 8- Declaration of absence of conflict of interest and confidentiality
- 9- Interview sheet
- 10- Evaluation of the interviews
- 11- Privacy statement (EN)
- 11a-Privacy statement (FR)
- 12- Notification on recruitment
- 13- Standard answer to e-mails sent to a mailbox other than "recruitment" (FR)
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- 14- Post description Contract Agent post
- 15a- Checklist (official)
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- 16 - Note on eligibility criteria
- 17 - Note on the appointment of the selection board
- 18 - Minutes of the preparatory meeting of the selection board

INTRODUCTION

The European Data Protection Supervisor (EDPS) has decided to develop a handbook on the selection procedure of its staff.

This manual covers only the recruitment of officials (AD or AST), successful competition candidates, temporary staff and/or contract staff and is intended to be used internally.

This manual was first adopted by the MB on 20 June 2011 and should be updated every 2 years in the light of changes in the organisation of the institution.

This manual includes several stages which will be further detailed in the text.

Done in Brussels, May 2014

Christopher Docksey
Director

Leonardo Cervera Navas
Head of HRBA Unit

1st revision in July 2012 to include the planned amendments to the recruitment of staff following the adoption of the EDPS's decision of 26/2/2012 on the conditions of employment of contract agents

2nd revision in May 2014 to include the recommendations made by the IAS in 2013 and update

1. Drafting the vacancy notice

Before any drafting of vacancy notices, it is vital to verify the establishment plan. This makes it possible to check whether the EDPS has (1) a vacancy (2) and in what range of grades this vacancy notice can be published. It is advisable to check with the financial sector (Maria SANCHEZ LOPEZ) if budget is available.

Access in the establishment plan is limited; please ask directly to the HR staff.

When the EDPS takes the decision to hire, the HRBA Unit shall draw up a vacancy notice with the contributions of relevant heads of unit/sector. It may be in either French or English or both.

Examples of vacancy notices in French and English can be found on S: drive:

S:\Unité Personnel-Budg-Admin 2008\1-RESSOURCES HUMAINES\RECRUTEMENT\1-Avis de vacance\Vacancies library

Before publishing internally on the Intranet of EDPS and on the inter-institutional vacancies portal, it must be approved by the Management Board (MB) and signed by the Director. In his absence, the Head of HRBA may sign on his behalf.

The Word document should be colour printed in order for the logo to be highlighted.

FILING

The signed document must be scanned and saved in CMS.

A new file must therefore be created using the same wording as the other names of files created previously in CMS.

08. Human Resources

08.02. Recruitment

2014-0197 Vacancies 2014

01-2014 (= file for Officials)

.....

CA01-2014 (=file for Contract agents)

The file in the CMS will contain the final documents (Word + signed versions)

(see also page 17)

CONTRACT AGENTS

Contract staff are not included in the establishment plan, therefore, before any selection, the HR staff must check the budget availability with the Finance team.

Publishing a vacancy is not mandatory if the EDPS wants to open a post for a contract agent. A job description will be provided to candidates before the interview. See directly the specific chapter 3 "selection of applications" for contract agent.

TEMPORARY STAFF

Before any drafting of vacancy notices or launch of selection procedures, it is vital to verify the establishment plan. This makes it possible to check whether the EDPS has (1) a vacancy (2) and in what range of grades this vacancy can be published.

Temporary agents may be selected for two purposes:

1) to fill a vacancy for an official post if no valid application is accepted (therefore it is imperative that an official post has been already published, but without success).

2) to cover partially and temporarily one or more absences of officials working part-time (in this case, it is not possible to publish an official or contract agent position), up to the limit of 100 % of the establishment plan.

If the EDPS wants to open a post for a temporary agent, the EDPS may alternatively publish a vacancy notice on the inter-institutional vacancies portal (like the one for officials) or follow the established procedure for contract agents (see directly the specific paragraph in chapter 3 "selection of candidates"), according to the case.

2. Publication of the vacancy notice

When the final version of the vacancy notice is ready, it must be published on the EDPS intranet and inter-institutional vacancy portal.

Regarding the publication on EDPS's intranet, please contact the Admin team.

As regards the inter-institutional publication, please refer to the following.

The electronic link to consult the inter-institutional vacancy portal is:

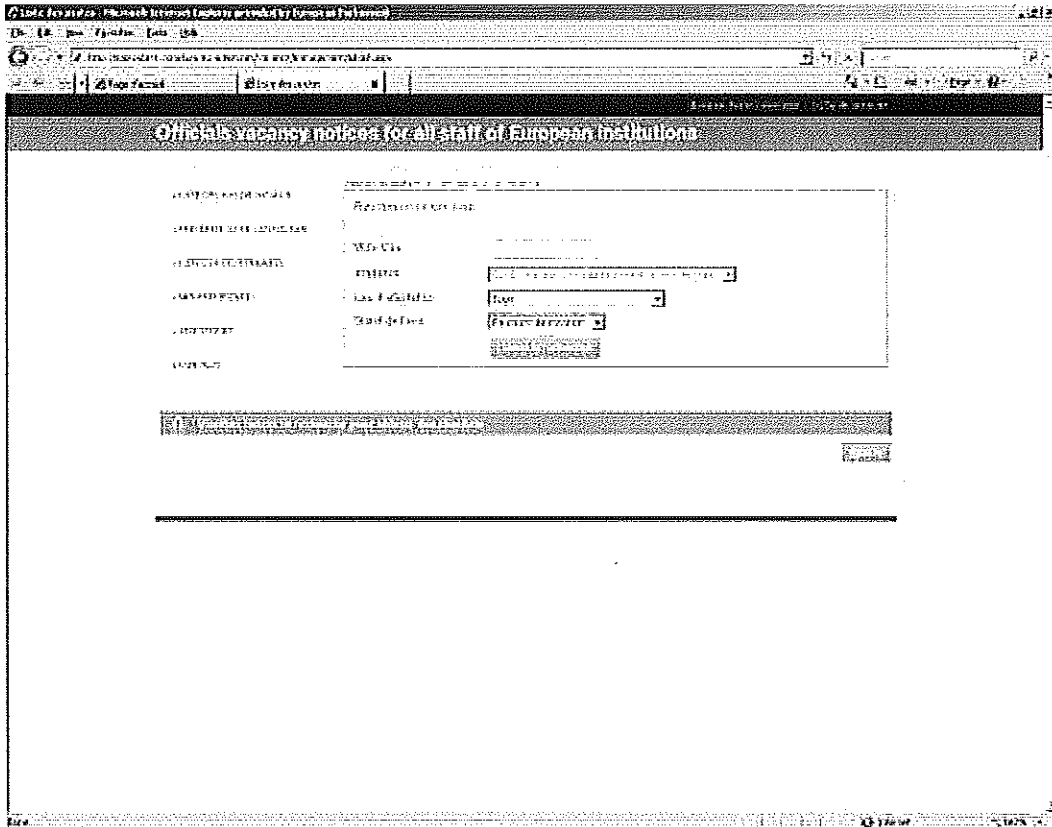
[Http:// saprouter1.consilium.eu-admin.net/vacancy/](http://saprouter1.consilium.eu-admin.net/vacancy/)

However, the electronic link to publish a vacancy is:

[Http:// saprouter1.consilium.eu-admin.net/vacancy/management/default.aspx](http://saprouter1.consilium.eu-admin.net/vacancy/management/default.aspx)

For the password and username, please contact the person in charge of the selection.

When you are on the website, you will see directly this page:

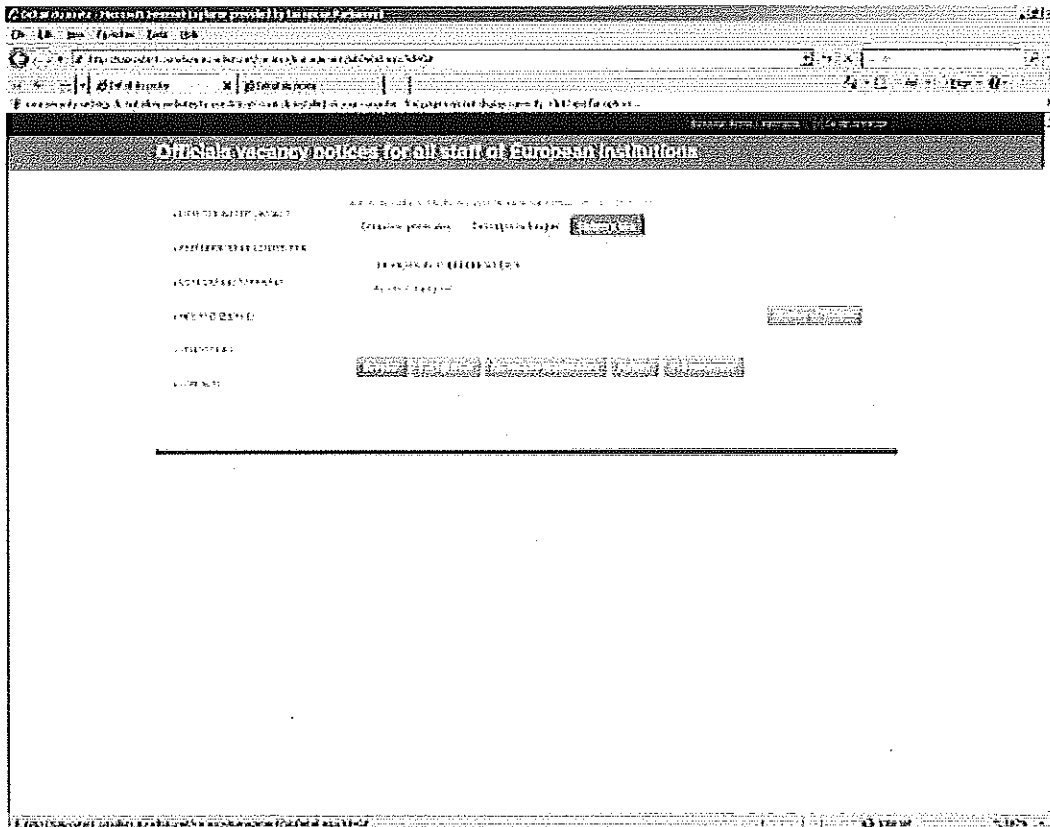


Click on "Insert", then follow the steps required and copy/paste the vacancy notice (Word version).

To fill the section "SHORT DESCRIPTION": from the vacancy notice, select the text from 'employment' to 'place of employment'.

To fill the section "LONG DESCRIPTION", include the text from 'DUTIES' to 'QUALIFICATIONS AND KNOWLEDGE REQUIRED'.

The attachment must be in PDF format. To the vacancy notice add the application form (please see Annex 1).



When you have finished, all you have to do is click "publish".

To check if your vacancy notice has been published, please access the inter-institutional vacancy site:

[Http:// saprouter1.consilium.eu-admin.net/vacancy/](http://saprouter1.consilium.eu-admin.net/vacancy/)

Finally, please send an e-mail with the link of the vacancy to the Director, Head of HR, Heads of Unit/Sector concerned by the vacancy notice and the remaining HR staff (including trainees) so that they are aware of your endeavor.

For more details or if you are facing a technical difficulty, please refer to Annex 2. If the problem cannot be solved, complete the form available on the site or send an e-mail to dga1a.rh-it@consilium.europa.eu

3. Selection of candidates

A. Eligibility of applicants

A note summarising the eligibility criteria is signed by the Head of HRBA. The eligibility criteria are set out in the relevant vacancy notice (see Annex 16).

B. Appointment of the selection board

The selection board shall be appointed by the Director. The Head of HRBA will propose the members of the selection board to the Director (members and substitutes), who will sign a Decision (see Annex 17).

The selection board should be composed of at least 3 persons, including at least one from HRBA. Normally Heads of Unit and Sector participate in the selection panel, but they may also decide to involve other colleagues from their teams.

HR trainees may also participate to assist the members of the selection panel.

C. Pre-selection

When the deadline for application reaches its end, please print all applications for the post that are in the "EDPS recruitment" mail box (CV, motivation letters etc.)
Please check the Spam folder in order to make sure no application is lost.

All documents must be printed, including the e-mail of the applicant.

All e-mails must be filed in Outlook's "Applications/year (e.g. 2012)/no folder of the vacancy notice. Create it if it doesn't exist.

Please note that only applications sent during the period mentioned in the vacancy notice are eligible.

Sometimes, it will be possible to take into account the spontaneous applications if they are of interest for the post sought. All spontaneous applications must be filed on a regular basis in the file "spontaneous applications" from "EDPS recruitment" mail box.

Check also the database containing the applications received following the call for expressions of interest:

S:\Unité Personnel-Budg-Admin 2008\1-RESSOURCES HUMAINES\RECRUTEMENT\Tableaux recrutement\AM12014

Create a binder for each vacancy notice. It will be filled during the recruitment progress. The printed check list (Annex 15a) should be put at the beginning of the binder and filled in during the hiring procedure.

Once the applications are printed, you should organise candidates according to their status.

Thus, the paper file will consist of different sections:

- transfer of officials
- competition laureates
- others (temporary staff or contract agents)
- spontaneous applications (only those that have an interest for the vacancy).

For every section the applications must be classified in alphabetical order.

If a candidate is already an official but also a competition laureate for the grade concerning the vacancy notice, it must be filed in the section headed 'Competition Laureates'.

E.g. an AST 3 official passed an AD 6 competition. The vacancy notice concerns officials in the AD 5-9 grade. His/her application should therefore be located in the 'Competition Laureates'.

In addition, candidates on reserve lists of competitions organised by EPSO (competition for officials and for contract agents — CAST), can also be taken into account during the selection. If necessary consult the EPSO lists to find additional candidates. These applications should go in the recruitment table and should include "reserve list" in the column "comments". Remember to add them in the binder section "competition laureates" for officials or in the section "contract agents" for the laureates of a CAST competition.

Contract agents

Contract agent selection is done by the EDPS using the reserve lists made available by EPSO for general profiles (CAST). For profiles specialised in data protection for which there is no EPSO CAST list, the EDPS will organise the selection with the help of its HRBA unit.

The EDPS can also select candidates who have responded to the call for expression of interest launched by the European Commission in September 2013 (data base EU CV online).

A job description is set up (see Annex 14). The selection can be made on spontaneous applications received within the last 6 months or between candidates coming from Data Protection National Authorities. The latter will be selected as contract agents or alternatively as seconded national experts.

As a rule this also applies to temporary staff, for which there is no EPSO list.

At the same time, please complete the table "State of play" containing the data for each candidate.

S:\Unité Personnel-Budg-Admin 2008\1-RESSOURCES HUMAINES\RECRUTEMENT\0-Tableaux recrutement

A copy of the part corresponding to the vacancy notice should be at the beginning of each paper file created.

VACANCY	GRADE	FUNCTION	Publication Authority	APPLICANTS	STATUS	INTERVIEWS	DECISION	COMMUNICATION	COMMENTS
10001	AST 3	Supervisor of Enforcement	10001010	[REDACTED]	TOPS COMPETITION EPS/04/04001	10001010	10001010	10001010	
10002	AST 3	Supervisor of Enforcement	10001010	[REDACTED]	TOPS COMPETITION EPS/04/04002	10001010	10001010	10001010	
10003	AST 3	Supervisor of Enforcement	10001010	[REDACTED]	TOPS COMPETITION EPS/04/04003	10001010	10001010	10001010	
10004	AST 3	Supervisor of Enforcement	10001010	[REDACTED]	TOPS COMPETITION EPS/04/04004	10001010	10001010	10001010	
10005	AST 3	Supervisor of Enforcement	10001010	[REDACTED]	TOPS COMPETITION EPS/04/04005	10001010	10001010	10001010	
10006	AST 3	Supervisor of Enforcement	10001010	[REDACTED]	TOPS COMPETITION EPS/04/04006	10001010	10001010	10001010	
10007	AST 3	Supervisor of Enforcement	10001010	[REDACTED]	TOPS COMPETITION EPS/04/04007	10001010	10001010	10001010	
10008	AST 3	Supervisor of Enforcement	10001010	[REDACTED]	TOPS COMPETITION EPS/04/04008	10001010	10001010	10001010	
10009	AST 3	Supervisor of Enforcement	10001010	[REDACTED]	TOPS COMPETITION EPS/04/04009	10001010	10001010	10001010	
10010	AST 3	Supervisor of Enforcement	10001010	[REDACTED]	TOPS COMPETITION EPS/04/04010	10001010	10001010	10001010	
10011	AST 3	Supervisor of Enforcement	10001010	[REDACTED]	TOPS COMPETITION EPS/04/04011	10001010	10001010	10001010	
10012	AST 3	Supervisor of Enforcement	10001010	[REDACTED]	TOPS COMPETITION EPS/04/04012	10001010	10001010	10001010	
10013	AST 3	Supervisor of Enforcement	10001010	[REDACTED]	TOPS COMPETITION EPS/04/04013	10001010	10001010	10001010	
10014	AST 3	Supervisor of Enforcement	10001010	[REDACTED]	TOPS COMPETITION EPS/04/04014	10001010	10001010	10001010	
10015	AST 3	Supervisor of Enforcement	10001010	[REDACTED]	TOPS COMPETITION EPS/04/04015	10001010	10001010	10001010	
10016	AST 3	Supervisor of Enforcement	10001010	[REDACTED]	TOPS COMPETITION EPS/04/04016	10001010	10001010	10001010	
10017	AST 3	Supervisor of Enforcement	10001010	[REDACTED]	TOPS COMPETITION EPS/04/04017	10001010	10001010	10001010	
10018	AST 3	Supervisor of Enforcement	10001010	[REDACTED]	TOPS COMPETITION EPS/04/04018	10001010	10001010	10001010	
10019	AST 3	Supervisor of Enforcement	10001010	[REDACTED]	TOPS COMPETITION EPS/04/04019	10001010	10001010	10001010	
10020	AST 3	Supervisor of Enforcement	10001010	[REDACTED]	TOPS COMPETITION EPS/04/04020	10001010	10001010	10001010	

In summary, at this stage, the following documents should be in the file:

- check-list
- a copy of the vacancy notice
- the note establishing the eligibility criteria
- the appointment of the selection board
- copy of the table referred to above
- copy of the application email and the application (CV, cover letter ...)

Regarding the number of binders, one must be created for the HRBA Unit and other binders for the members of the Selection Board present during the interviews. This could be the Head of Unit/Sector:

- Supervision and enforcement
- Policy and consultation
- Information and Communication
- IT policy
- Record management group

The HR staff will give his comments on the candidates' files to the selection board.

The selection panel shall meet immediately after the expiry of the deadline for the submission of applications to decide:

- The candidates to be invited for an interview
- Choose the dates for interviews
- Define the selection criteria to be used during the interview to evaluate the candidates
- drawing up the questionnaire for the interviews (*see examples in S:\drive\UnitéPBA2008\1-Ressources Humaines\ Recrutement\ 1-Avis de vacance\ Questionnaires library*)

A summary (minutes) of the preparatory meeting will be done by the HR member of staff responsible for the vacancy notice (see Annex 18). The minutes will be signed by all members of the Board and filed in the corresponding binder. A signed electronic copy (PDF) will be included in the CMS.

The HR staff will send a “meeting request” to all members of the Board.

The Heads of Unit/Sector may suggest inviting a candidate on a reserve list who has not applied for the vacancy notice.

For confidentiality reasons, the paper files must be kept in a locked cabinet during the absence of the HR staff from their office.

COMPETITION LAUREATES

If one of the applicants has passed a competition for officials, HR must put a **'yellow flag'** to this profile (to be requested to EPSO by an email to the functional mailbox: EPSO-ERL-CONCOURS@ec.europa.eu).

The yellow flag informs the other Institutions that the EDPS wants to interview the candidate.

In the case of a **lawyer-linguist list (EP/Council)**, a **quota needs to be asked to the EP/Council** (via EPSO).

(For other lists, the system of yellow and orange flags has been abolished - Please see Annex 3 for further information on the procedure of flags).

Please add in the “Comments” column if the EDPS has received a quota or not.

Then, you should send an e-mail from recruitment@edps.europa.eu to the selected candidates and request confirmation of their arrival. Here is specimen of e-mail to be sent:

EN

Dear Ms/Mr [name of the applicant]

Thank you very much for your application for a vacancy in the EDPS. We would like to ask you for an interview on [date] at [hour] in our premises.

We look forward to hearing your reply.

Yours sincerely,

[name of staff]

FR

Che(è)r(e) Mr/Ms [Nom du candidat]

Nous vous remercions de l'intérêt que vous portez à notre institution et nous vous remercions pour votre candidature au poste [n°. /20..] auprès du CEPD.

Suite à votre candidature, nous aimerions vous rencontrer lors d'un entretien le [Date/heure].

Dans l'attente de recevoir votre confirmation, nous vous remercions et vous prions d'agrèer, Mr/Mme [Nom], l'expression de nos sentiments les meilleurs.

[Nom du la personne qui envoie l'email]

Each email should be filed in the folder related to the vacancy notice (e.g. 2014/ vacancy number). Another way would be to recover the e-mail from 'sent items' and file it in the relevant folder for the vacancy notice.

Attention, when sending these emails please select the option 'Read receipt' in Outlook. This will make it possible to determine whether the person has read the e-mail or not.

If a candidate cannot be present on the date requested, you should propose another date close to that of other candidates.

TRAVEL EXPENSES REIMBURSEMENT

If a candidate comes from abroad, he/she will be entitled to reimbursement of their travel expenses (please see annex 5). When you have the confirmation of presence for the interview, you should notify the financial team. The notification, to be sent at least one week before the expected time of the interview, should inform them that a travel reimbursement must be planned for this applicant. You should provide the name and date of the interview together with the travel origin.

Following this, you should inform the candidate that he/she is entitled to a limited travel reimbursement. You should send a form that the candidate will fill and hand in on his arrival together with other documents (Annexes 4, 4bis, 4ter and 4quarter). When you have received all necessary documents together with the original proof of travel (e.g. train tickets etc.), you should give them to the financial department. You should add as well these documents for the financial team: a proof that you have invited the candidate to an interview (e.g. e-mail); the accompanying form addressed to the PMO (Annex 6). You can find in Annex 7 the detailed procedure how to make up the file.

D. interview of selected candidates

Before the interviews, each member of the selection board should sign a declaration of absence of conflict of interest and confidentiality. A declaration signed by each member of the selection board for every interviewing day is sufficient (please see Annex 8).

S:\Unité Personnel-Budg-Admin 2008\1-RESSOURCES HUMAINES\RECRUTEMENT\13-Entretiens\Déclaration d'absence de conflit d'intérêt et de confidentialité\Modèle

These documents must be filed in the binder.

The HR staff member responsible distributes to each member of the selection board the questionnaire (one per interview) and the evaluation grid.

The selection panel will use the interview questions which have been agreed beforehand at the preparatory meeting of the selection board. (Please see Annex 9).

S:\Unité Personnel-Budg-Admin 2008\1-RESSOURCES HUMAINES\RECRUTEMENT\1-Avis de vacance

Following the interview, the HR staff member responsible fills in the evaluation grid in agreement with the members of the panel. The HR staff member should recover the interview sheets from all the selection board members and draft an evaluation of the interviews. This assessment aims to describe the conduct of interviews and explain the decision taken by the selection board (see Annex 10).

S:\Unité Personnel-Budg-Admin 2008\1-RESSOURCES HUMAINES\RECRUTEMENT\13-Entretiens\Evaluation\Modèles

The interview evaluation must be colour printed and signed by all members of the selection board and saved on S: Drive in PDF version. This must be done within 10 days following the job offer and acceptance by the selected candidate.

The signed original must be included in the corresponding binder.

Attention, the interview sheets must be destroyed immediately after the evaluation has been drawn up, signed and saved.

The offer to the selected candidate **must be communicated by telephone by the Head of Unit/Head of Sector** (please send him/her an e-mail with the candidate's phone number) and sent in writing immediately after the phone call. A specimen of e-mail:

EN

Dear Ms/Mr [Name of the candidate],

I would like to confirm our telephone conversation: further to your interview [date], [and further to my contact with EPSO and the granting of a quota by the Commission in competition EPSO/XXXXXX - IF THE CANDIDATE IS LAUREAT OF AN EPSO COMPETITION], I am pleased to offer you a post in the EDPS. We would like you to start working with us on...in the [name of] department.

[I would be obliged if you could please consult with your hierarchy in the [NAME OF THE DG or PRIVATE EMPLOYEUR] and let me know if this would be possible. I would be happy to talk to your hierarchy and let him/her know why your presence in the [name of the EDPS team]

team as soon as possible is vital for us.] OR [I would be obliged if you could confirm your availability to start working from the above mentioned date.]

Please receive my sincere congratulations and I look forward to hearing from you

*Kind regards
[Name of Staff]*

FR

Che(è)r(e) Mme/Mr [Nom du candidat],

Suite à notre conversation téléphonique, j'aimerais vous confirmer ce que je viens de vous informer: à la suite de votre entretien [date de l'entretien] [et suite au contact que j'ai eu avec EPSO et la demande de quota auprès de [nom de l'institution] pour le concours EPSO/.../... - SI LE CANDIDAT EST LAUREAT DE CONCOURS], j'ai le plaisir de vous offrir un poste auprès du CEPD dans le service [Nom du service].

Nous aimerions que vous commenciez à travailler à partir du [date du début de contrat]. [Pourriez-vous vous renseigner auprès de votre hiérarchie si cela serait possible. Si nécessaire, je serais ravi de discuter avec votre supérieur des différentes possibilités qui s'offrent à votre offre-SI LE CANDIDAT TRAVAILLE DEJA]. OU [Pourriez-vous nous communiquer votre décision dans les plus brefs délais].

Je vous remercie et vous prie d'agréer, Mme/Mr [Nom], l'expression de mes sentiments les meilleurs.

[Nom]

This e-mail must be sent from recruitment@edps.europa.eu mailbox and filed in the folder corresponding to the vacancy notice (Applications/year (e.g. 2014)/No of the vacancy).

Attention, when sending emails select the option 'read receipt' from Outlook. This will make it possible to determine whether the person has read the e-mail or not.

Once the selected candidate has accepted the post, inform the HR staff responsible for the recruitment part (post selection), as well as the Finance and the Admin teams.

E. non pre-selected candidates/selected candidates for the interview but not selected for the post

As regards to not short-listed candidates for the interview or selected for the interview but not selected for the post, the HR staff should send a rejection e-mail to the applicants from recruitment@edps.europa.eu. This e-mail address should be inserted in CC of the email to be sent in order to file it in the corresponding vacancy folder. (Applications/year (e.g. 2014)/No of the vacancy).

Attention, when sending emails select the option 'read receipt' from Outlook. This will make it possible to determine whether the person has read the e-mail or not.

Here is a template e-mail:

EN

Dear Ms/Mr [Name of the candidate],

Thank you for your interest in our institution.

We regret to inform you that your application for our vacancy notice n°[...../20...] was unsuccessful.

Best Regards,

[name of Staff]

FR

Chère/Cher Mr/Mme [Nom du candidat],

Nous vous remercions pour l'intérêt que vous avez manifesté pour notre institution et en particulier pour le poste n°.../20... .

Nous avons clôturé la sélection et malheureusement, votre candidature n'a pas pu être retenue.

Nous vous prions d'agréer, [Nom du candidat], l'expression de nos salutations distinguées.

[Nom du personnel CEPD]

Attention, the electronic communication concerning the job offer and the rejection letter should take place within 3 days from the decision of the panel.

Following this the "recruitment" (state of play) table must be filled with the new data.

S:\Unité Personnel-Budg-Admin 2008\1-RESSOURCES HUMAINES\RECRUTEMENT\0-Tableaux recruitment

FILING

All final documents (word and pdf) related to the procedure (and not containing personal data) must be registered in the CMS specific vacancy folder which has been created for this purpose.

File Name	Date
2014-01-01	2014-01-01
2014-01-02	2014-01-02
2014-01-03	2014-01-03
2014-01-04	2014-01-04
2014-01-05	2014-01-05
2014-01-06	2014-01-06
2014-01-07	2014-01-07
2014-01-08	2014-01-08
2014-01-09	2014-01-09
2014-01-10	2014-01-10
2014-01-11	2014-01-11
2014-01-12	2014-01-12
2014-01-13	2014-01-13
2014-01-14	2014-01-14
2014-01-15	2014-01-15
2014-01-16	2014-01-16
2014-01-17	2014-01-17
2014-01-18	2014-01-18
2014-01-19	2014-01-19
2014-01-20	2014-01-20
2014-01-21	2014-01-21
2014-01-22	2014-01-22
2014-01-23	2014-01-23
2014-01-24	2014-01-24
2014-01-25	2014-01-25
2014-01-26	2014-01-26
2014-01-27	2014-01-27
2014-01-28	2014-01-28
2014-01-29	2014-01-29
2014-01-30	2014-01-30
2014-01-31	2014-01-31

All other vacancy binders than the HR one must be destroyed. The HR staff must send a reminder to the selection board members holding these files 3 days after the acceptance of the offer.

4. Protection of personal data

The policy on processing personal data collected during the recruitment must respect the privacy statement notice (see Annexes 11 and 11bis and the notification on the recruitment of officials in Annex 12).

The information indicated in the privacy statement must also be present in the vacancy notice and in the automatic email reply from recruitment@edps.europa.eu.

The HR staff should refer to point 13 of the notification (see Annex 12).

When a person is recruited, the HR staff shall make a copy of the vacancy notice for the vacant post and the candidacy of the person recruited and then forward it to the member of staff responsible for the personnel files.

The binder containing all applications, including the person recruited, as well as all other documents relating to the selection procedure (e.g. interview evaluation, declaration of absence of conflict of interest and confidentiality, etc.) must also be sent to the person in charge of recruitment. This will be the only copy available in EDPS.

The HRBA Unit must verify once a month whether it needs to destroy personal data from spontaneous applications and from applicants who are not recruited following the publication of a vacancy notice. If the retention time has expired, please delete the data:

- 6 months for spontaneous applications
- 2 years for candidates not recruited (paper version)

5. Post-recruitment

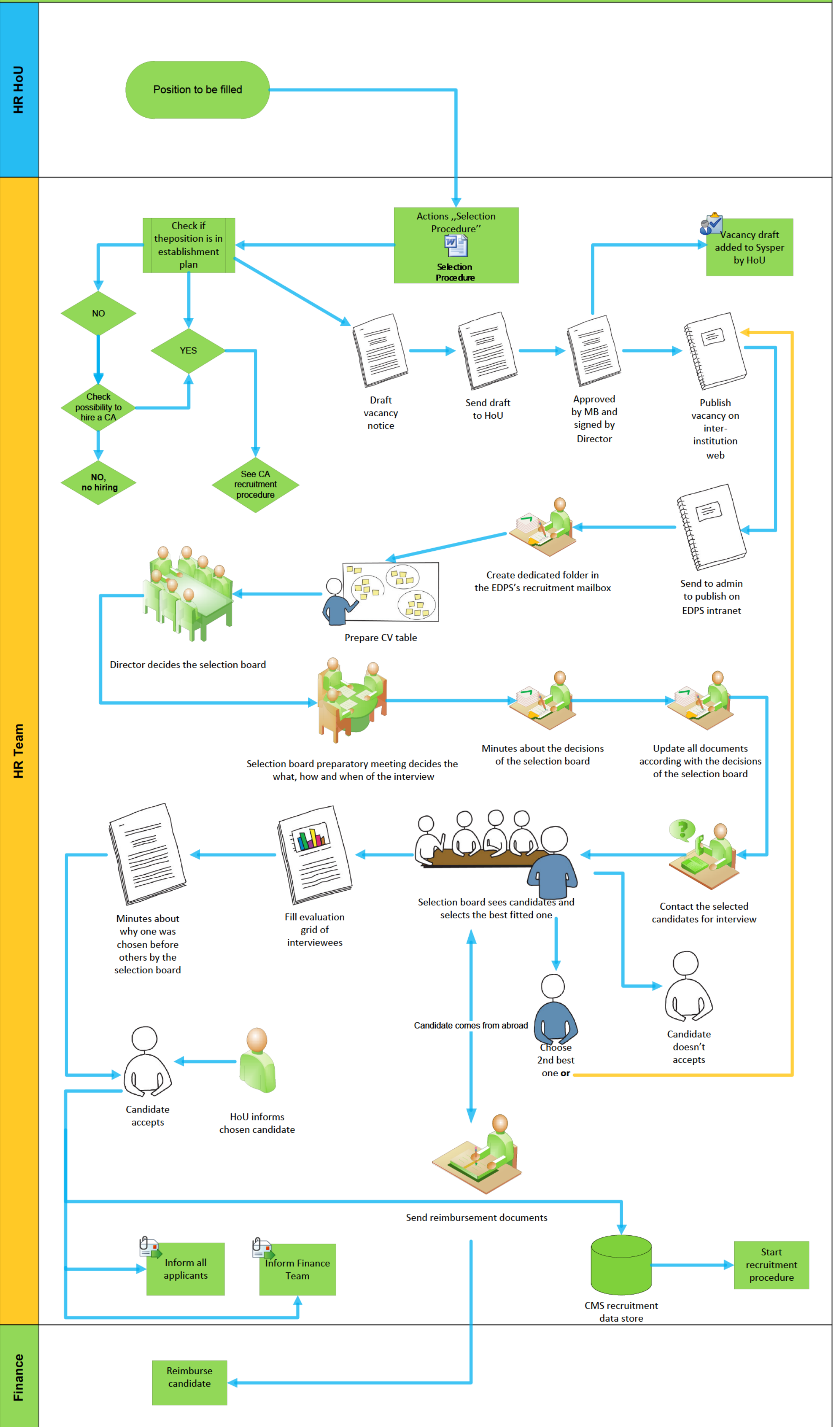
As regards the subsequent procedure, please refer to the manual on post-recruitment for selected candidate.

A copy of this manual and its annexes can be found in the CMS:

08. Human Resources

08.02 Recruitment

2013-1370 Reference documents





Bruxelles, le 14 juillet 2014
CEPD(2014) DEC/56

DÉCISION DU CONTRÔLEUR EUROPEEN DE LA PROTECTION DES DONNEES

du 1er janvier 2014

**modifiant la décision du 16 février 2012 portant dispositions générales d'exécution
relatives à l'engagement et l'emploi des agents contractuels**

DÉCISION DU CONTRÔLEUR EUROPEEN DE LA PROTECTION DES DONNEES

du 1er janvier 2014

modifiant la décision du 16 février 2012 portant dispositions générales d'exécution relatives à l'engagement et l'emploi des agents contractuels

LE CONTRÔLEUR EUROPEEN DE LA PROTECTION DES DONNEES,

Vu le statut des fonctionnaires de l'Union européenne ainsi que le régime applicable aux autres agents, et notamment, les articles 86 et 88 du régime applicable aux autres agents.

Après consultation du comité du personnel,

après consultation du comité du statut,

Considérant que, au vu des modifications apportées au régime applicable aux autres agents par le règlement n°10203/2013 du Parlement européen et du Conseil du 22 octobre 2013, il y a lieu de modifier la décision à l'engagement et l'emploi des agents contractuels,

DECIDE :

Article premier

A l'article 7, paragraphe 1 de la décision du 12 février 2012 portant dispositions générales d'exécution relatives à l'engagement et l'emploi des agents contractuels, le nombre "trois" est remplacé par "six".

Article 2

A l'article 7, paragraphe 2 de la décision du 12 février 2012 portant dispositions générales d'exécution relatives à l'engagement et l'emploi des agents contractuels, le nombre "deux" est remplacé par "cinq".

Article 3

La phrase qui suit est ajoutée à la fin de l'article 5, paragraphe 1, de la décision du 12 février 2012 portant dispositions générales d'exécution relatives à l'engagement et l'emploi des agents contractuels : "Une bonification d'ancienneté de 24 mois est accordée à l'agent contractuel du groupe de fonctions I. grade 1, ayant une expérience professionnelle égale ou supérieure à trois ans au moment du recrutement."

Article 4

Les présentes dispositions générales d'exécution entrent en vigueur avec effet rétroactif au 1er janvier 2014.

Fait à Bruxelles, le 14 juillet 2014.



Christopher DOCKSEY



Bruxelles, le 16 février 2012
CEPD(2012) DEC/48

DÉCISION DU CONTRÔLEUR EUROPEEN DE LA PROTECTION DES DONNEES

du 16 février 2012

relative aux dispositions générales d'exécution de l'article 79, paragraphe 2, du régime applicable aux autres agents de l'Union européenne, régissant les conditions d'emploi des agents contractuels engagés par le Contrôleur européen de la protection des données en vertu de l'article 3 bis et 3 ter dudit régime

DÉCISION DU CONTRÔLEUR EUROPEEN DE LA PROTECTION DES DONNEES

du 16 février 2012

relative aux dispositions générales d'exécution de l'article 79, paragraphe 2, du régime applicable aux autres agents de l'Union européenne, régissant les conditions d'emploi des agents contractuels engagés par le Contrôleur européen de la protection des données en vertu de l'article 3 bis et 3 ter dudit régime

LE CONTRÔLEUR EUROPEEN DE LA PROTECTION DES DONNEES,

vu le statut des fonctionnaires de l'Union européenne¹, et le Titre IV du régime applicable aux autres agents de l'Union européenne (ci-après "RAA")

après consultation du comité du personnel,

après consultation du comité du statut,

A ARRÊTÉ LES PRÉSENTES DISPOSITIONS GÉNÉRALES D'EXÉCUTION

¹ JO L 56 du 4.3.1968, p. 1..

TITRE I – Conditions d'engagement et carrière

Article 1

Champ d'application

Le présent titre s'applique aux conditions d'emploi des agents contractuels visés à l'article 3 *bis* du RAA (ci-après les «agents contractuels») et aux agents contractuels visés à l'article 3 *ter* du RAA (ci-après les "agents contractuels auxiliaires"), qui sont engagés par le Contrôleur européen de la protection des données

- Les termes "agents contractuels" et "agents contractuels auxiliaires" sont utilisés de manière exclusive. Seul le terme "agent" concerne les deux types mentionnés ci-dessus.

Article 2

Groupes de fonctions

1. Les agents contractuels sont engagés par le Contrôleur européen de la protection des données en vue d'exercer des fonctions, soit à temps partiel, soit à temps complet, dans un emploi non prévu au tableau des effectifs uniquement en vue d'exécuter d'effectuer les tâches visées à l'article 3 *bis*, paragraphe 1, lettre a), du RAA, dans le groupe de fonctions I.
2. Les agents contractuels auxiliaires sont engagés par le Contrôleur européen de la protection des données dans les groupes de fonction II, III et IV, en vue d'exécuter les tâches visées à l'article 3 *ter* du RAA dans un emploi non prévu au tableau des effectifs, ou pour remplacer un fonctionnaire ou un agent temporaire se trouvant momentanément dans l'incapacité d'exercer ses fonctions.
3. L'autorité habilitée à conclure les contrats d'engagement (ci-après l'«AHCC») détermine le groupe de fonctions d'engagement sur la base d'une description de poste introduite par le service d'affectation. La description de poste établit les fonctions et attributions de l'agent. La correspondance entre les types de tâches et les groupes de fonctions est établie selon le tableau de l'art 80.2 du RAA.
4. En cas de modification de la description de poste, l'agent qui estime que ses nouvelles tâches relèvent d'un groupe de fonctions différent peut saisir l'AHCC. L'AHCC peut exiger du service concerné que la description de poste soit modifiée pour la mettre en cohérence avec le groupe de fonctions de l'agent.

Article 3

Sélection

1. Nul ne peut être engagé en tant qu'agent contractuel ou agent contractuel auxiliaire s'il n'a pas satisfait aux modalités de sélection telles que définies dans l'annexe II.

2. Par dérogation au paragraphe 1, le directeur du CEPD peut autoriser l'engagement en tant qu'agent contractuel auxiliaire d'un fonctionnaire qui s'est vu accorder un congé de convenance personnelle conformément à l'article 40, paragraphe 2, point ii), du statut.

Article 4

Qualifications minimales

1. L'engagement en tant qu'agent contractuel ou agent contractuel auxiliaire requiert les qualifications minimales prévues à l'annexe I.
2. Aux fins du présent article, seuls les diplômes des États membres de l'Union européenne ou ayant fait l'objet d'une équivalence délivrée par les autorités desdits États sont pris en considération. Dans ce deuxième cas, l'AHCC se réserve la possibilité de demander la preuve de cette équivalence.

Article 5

Classement

1. Le classement des agents contractuels et agents contractuels auxiliaires est effectué en prenant en compte la nature et la durée de leur expérience. Aux fins du classement, l'expérience comprend d'une part leurs qualifications et d'autre part leur expérience professionnelle, calculées conformément aux modalités définies à l'annexe III.
2. L'expérience est prise en compte à partir de la date à laquelle l'agent contractuel ou l'agent contractuel auxiliaire remplit les qualifications minimales pour être engagé, telles que définies à l'article 4. Dans le cas des diplômes assimilés à ceux qui donnent accès au groupe de fonctions, l'AHCC établit une date de référence à partir de laquelle l'expérience est prise en compte.
3. Sans préjudice des dispositions de l'article 8, le classement des agents contractuels ou agent contractuel auxiliaire est établi selon les dispositions du point 10 de l'annexe III.
4. Le classement est déterminé lors de l'établissement du contrat. Sans préjudice des dispositions de l'article 87, paragraphe 3, du RAA, ce classement n'est pas révisé en cours de contrat, y compris lors des renouvellements éventuels ainsi que lors des interruptions inférieures ou égales à 6 mois.
5. Sans préjudice des dispositions de l'article 9, lors de leur engagement, les agents contractuels et agents contractuels auxiliaires sont classés au premier échelon de leur grade.
6. L'AHCC peut décider d'octroyer un classement à un grade directement supérieur lorsque les fonctions à exercer correspondent à un profil de compétences tel que, compte tenu des conditions du marché de travail sur le lieu de travail du CEPD, cette mesure est nécessaire afin d'obtenir des candidatures suffisantes en nombre et en qualité.

Article 6

Durée des contrats des agents contractuels

1. L'agent contractuel est engagé pour une durée maximale prévue à l'article 88, lettre b), du RAA.
2. En cas de renouvellement du contrat, la durée de celui-ci est d'au moins un an.
3. Sans préjudice du paragraphe 5, tout renouvellement ultérieur est conclu pour une durée indéterminée dans les conditions prévues à l'article 85 du RAA.
4. Lorsque l'intérêt du service le justifie, l'AHCC peut autoriser d'autres durées de contrat, dans le respect des durées visées à l'article 85, paragraphe 1, du RAA, y compris exceptionnellement un premier contrat à durée indéterminée. Le cas échéant, le service d'affectation introduit une demande justifiant une autre durée.
5. Pour pouvoir être pris en compte en vue de l'octroi d'un contrat à durée indéterminée, les contrats concernés doivent se succéder sans interruption ou avec une (le cas échéant, plusieurs) interruption inférieure ou égale à six mois.

Article 7

Durée des contrats des agents contractuels auxiliaires

1. Sans préjudice des dispositions budgétaires en vigueur au CEPD, les agents contractuels auxiliaires sont engagés pour une durée déterminée, renouvelable dans la limite d'une durée totale cumulée de trois ans, toutes prestations et tous groupes de fonctions confondus.
2. L'agent contractuel auxiliaire est engagé pour une durée initiale d'un an. En cas de renouvellement de contrat, la durée normale de celui-ci est de deux ans. Néanmoins, lorsque l'intérêt du service le justifie, l'AHCC peut fixer d'autres durées de contrat.

Article 8

Stage

1. Sans préjudice des dispositions de l'article 9, l'agent contractuel ou l'agent contractuel auxiliaire engagé pour une période égale ou supérieure à un an effectue un stage de six mois s'il appartient au groupe de fonctions I (seulement possible pour les agents contractuels) et de neuf mois s'il appartient à un des autres groupes de fonctions, conformément aux dispositions de l'article 84 du RAA. L'agent contractuel ou l'agent contractuel auxiliaire fait l'objet d'un rapport de stage sur son rendement, ses compétences et sa conduite.
2. Le rapport visé au paragraphe précédent est établi conformément à la procédure de l'annexe IV.
3. La procédure prévue au paragraphe 2 s'applique également en cas d'établissement d'un rapport de stage pour inaptitude manifeste au titre de l'article 84, paragraphe 4 du RAA.

Article 9

Succession de contrats d'agent contractuel

Les agents contractuels qui étaient sous contrat auprès d'une autre institution au sens de l'article 1er bis du statut et qui sont engagés par le CEPD avec un nouveau contrat d'agent contractuel dans le même groupe de fonctions sans interruption ou avec une interruption inférieure ou égale à six mois sont soumis aux règles suivantes:

- a) Un tel agent contractuel est réputé avoir satisfait aux modalités de sélection visées à l'article 3, paragraphe 1.
- b) Le CEPD engage un tel agent contractuel uniquement s'il a été confirmé dans ses fonctions à la suite d'une période de stage conformément à l'article 84 du RAA. Dans ce cas, il est exempté de l'obligation d'effectuer un nouveau stage. Les contrats précédents sont pris en compte par le CEPD en vue de conclure un éventuel contrat à durée indéterminée.
- c) Exceptionnellement, le CEPD peut engager un tel agent contractuel qui n'a pas fait de stage, qui n'a pas terminé un stage ou bien qui n'a pas été confirmé dans ses fonctions à la suite d'une période de stage conformément à l'article 84 du RAA. Dans ce cas, il est soumis à l'obligation d'effectuer un stage complet conformément à l'article 8. Les contrats précédents ne sont pas pris en compte par le CEPD en vue de conclure un éventuel contrat à durée indéterminée.
- d) L'agent contractuel, qui bénéficiait auprès de l'autre institution d'un contrat à durée indéterminée, est engagé par le CEPD également pour une durée indéterminée.
- e) L'agent contractuel est classé au grade le plus favorable résultant:
 - du maintien de son grade, de son échelon et de l'ancienneté acquise dans le grade et l'échelon, ou
 - du classement conformément aux dispositions de l'article 5;

Article 10

Préavis en cas de fin de contrat

1. Le délai de préavis est fixé conformément à l'article 47 du RAA.
2. En cas de démission offerte par l'agent contractuel ou agent contractuel auxiliaire, ce dernier doit introduire un acte écrit marquant sa volonté non équivoque de cesser ses fonctions auprès de l'AHCC, au plus tard la veille du premier jour du début du préavis. L'agent est tenu d'en informer préalablement son supérieur hiérarchique et l'unité des ressources humaines de son service.
3. En cas d'accord entre l'agent, le service d'affectation et l'AHCC, le délai de préavis peut être d'une durée inférieure à celui stipulée au paragraphe 1 du présent article et mentionné dans le contrat de l'agent, mais pas inférieur à un mois.

4. Les dispositions du présent article s'appliquent également pendant la période de stage prévue par l'article 84 du RAA.

Article 11

Exercice annuel d'évaluation des agents contractuels

Chaque année, un rapport couvrant la période allant du 1er janvier au 31 décembre de l'année précédente (ci-après la "période de référence") doit être établi pour chaque titulaire de poste engagé au moins pour une période égale ou supérieure à un an et qui a été en activité ou en congé parental ou familial pendant une durée continue d'au moins 6 mois au cours de la période de référence. L'évaluation sera faite en conformité avec les principes et la procédure prévue pour les fonctionnaires et agents du CEPD dans la décision du CEPD n° 38/2007.

Article 12

Système de reclassement des agents contractuels

En application du troisième alinéa de l'art. 87 du RAA, le reclassement des agents contractuels sera fait en conformité avec les principes et la procédure prévue pour les fonctionnaires et agents du CEPD dans la décision du CEPD n° 30/2007.

TITRE II - Dispositions transitoires et finales

Article 13

Dispositions transitoires

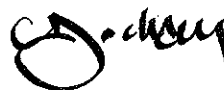
Les dispositions de l'articles 5 de la présente décision ne modifient pas les contrats en vigueur au CEPD au jour de l'adoption de la présente décision.

Article 14

Dispositions finales et entrée en vigueur

Les présentes dispositions générales d'exécution entrent en vigueur le jour de leur adoption.

Fait à Bruxelles, le 16 février 2012



Le Directeur

Christopher DOCKSEY

ANNEXE I – Qualifications minimales d'engagement

Article premier

Qualifications minimales

Les qualifications minimales pour l'engagement d'un agent contractuel ou agent contractuel auxiliaire sont les suivantes:

1. a. dans le groupe de fonctions I: l'achèvement de la scolarité obligatoire;
2. b. dans le groupe de fonctions II:
 - i. un niveau d'enseignement supérieur sanctionné par un diplôme,
ou
 - ii. un niveau d'enseignement secondaire sanctionné par un diplôme donnant accès à l'enseignement supérieur et une expérience professionnelle appropriée de trois ans. Dans ce contexte, une expérience professionnelle est considérée comme appropriée si elle est obtenue dans un des domaines d'activité de la Commission européenne après le diplôme donnant accès à ce groupe de fonctions,
ou
 - iii. après achèvement de la scolarité obligatoire, un total de huit années:

de formation(s) professionnelle(s) appropriée(s) et/ou

d'expérience professionnelle de niveau équivalent dans des tâches analogues aux tâches que l'agent contractuel sera amené à exercer;

Dans ce contexte, une formation professionnelle ne peut être prise en considération que si elle comporte une durée minimale d'une année académique à temps plein, qu'elle a été effectuée après la scolarité obligatoire et qu'elle a été sanctionnée par un certificat reconnu par un État membre de l'Union européenne
ou
- iv. après achèvement de la scolarité obligatoire, un total de dix années en tant qu'agent de l'Union européenne et avoir suivi un cours de formation dispensé par l'institution dans un domaine en rapport avec les fonctions à exercer
ou
- v. à titre exceptionnel et lorsque l'intérêt du service le justifie, une formation professionnelle ou une expérience professionnelle équivalente; la Commission Paritaire est informée annuellement de l'usage fait de cette disposition.
3. c. dans le groupe de fonctions III:
 - i. un niveau d'enseignement supérieur sanctionné par un diplôme,
ou

- ii. un niveau d'enseignement secondaire sanctionné par un diplôme donnant accès à l'enseignement supérieur et une expérience professionnelle appropriée de trois ans. Dans ce contexte, une expérience professionnelle est considérée comme appropriée si elle est obtenue dans un des domaines d'activité de la Commission européenne après le diplôme donnant accès à ce groupe de fonctions,
ou
 - iii. à titre exceptionnel et lorsque l'intérêt du service le justifie, une formation professionnelle ou une expérience professionnelle équivalente; la Commission Paritaire est informée annuellement de l'usage fait de cette disposition.
4. d. dans le groupe de fonctions IV:
- i. des études universitaires complètes de trois années au moins sanctionnées par un diplôme, ou
 - ii. lorsque dans un État membre de l'Union européenne, l'accès à une profession de niveau de groupe de fonctions IV se fait par un examen d'État, une formation professionnelle ou toute autre procédure équivalente (notamment, les professions d'expert-comptable et d'auditeur, ou les professions militaires ou policières), l'AHCC peut accepter de reconnaître ce titre comme étant assimilé à un diplôme universitaire, ou
 - iii. à titre exceptionnel et lorsque l'intérêt du service le justifie, une formation professionnelle de niveau équivalent. La Commission Paritaire est informée annuellement de l'usage fait de cette disposition.

ANNEXE II - Modalités de sélection pour les agents contractuels

Article premier

Principes généraux

1. La sélection est organisée par le CEPD à partir des listes de réserves fournies par EPSO pour les profils généraux . Pour les profils spécialisés en protection des données pour lesquels il n'existe pas de listes EPSO, le CEPD organisera des sélections avec l'aide de son Unité Ressources Humaines.
2. La sélection visée au paragraphe 1 est ouvert aux ressortissants des États membres de l'Union européenne. Le directeur du CEPD peut lancer une sélection ouverte à des ressortissants d'autres pays lorsque ces pays sont en voie d'adhésion à l'Union européenne.

ANNEXE III - Modalités de prise en compte des qualifications et de l'expérience professionnelle AUX FINS DE CLASSEMENT

Article premier

Principes généraux

1. La même période ne peut être valorisée qu'une seule fois.
2. Toutes les pièces justificatives soumises par le candidat sont susceptibles de faire l'objet d'un contrôle approfondi par les services compétents.

Article 2

Qualifications

1. Par qualification, il faut comprendre toute étude ou formation professionnelle suivie à temps plein ou à temps partiel, sanctionnée par un diplôme. Seuls les diplômes des États membres de l'Union européenne ou ayant fait l'objet d'une équivalence délivrée par les autorités d'un de ces États membres sont pris en considération. Dans ce deuxième cas, l'AHCC se réserve la possibilité de demander la preuve de cette équivalence.
2. Les qualifications sont prises en compte:
 - à condition que les études ou formations relèvent au moins du niveau du diplôme pris en compte pour l'accès au groupe de fonctions et qu'elles comptent une durée d'au moins une année académique,
 - pour une durée ne pouvant pas dépasser la durée légale des études. Un diplôme de doctorat/PhD est valorisé pour la durée réelle de ces études, limitée à un maximum de trois ans,
 - pour autant que ces études ou formations aient été effectuées après l'obtention du diplôme pris en compte pour l'accès au groupe de fonctions. La durée des études et/ou qualifications suivies donnant l'accès au diplôme d'accès n'est pas prise en compte.

Article 3

Expérience professionnelle

1. Par expérience professionnelle, il faut comprendre toute activité rémunérée. Elle est prise en compte à partir de la date à laquelle l'intéressé remplit les qualifications minimales requises pour être engagé, telles que définies par la présente décision.
2. Pour être prise en compte lors du classement, l'expérience professionnelle doit être dûment justifiée et être en rapport avec un des secteurs d'activité du CEPD.

3. Le service militaire obligatoire ou le service civil équivalent est pris en compte pour sa durée effective (y compris si ce service était effectué avant les conditions d'accès). Un rappel sous le drapeau n'est pris en compte que dans la mesure où sa durée est d'un an au minimum.
4. Pour les interprètes free-lance, la durée de l'expérience professionnelle est établie en tenant compte du nombre de jours travaillés comme interprète (130 jours de travail effectifs d'interprétation sont assimilés à une année d'expérience professionnelle).
5. Pour les traducteurs free-lance, la durée de l'expérience professionnelle est établie dans la limite de la période consacrée à ces activités, en fonction du nombre de pages traduites converti en jours de travail. (Huit pages traduites sont assimilées à un jour de travail; 220 jours de travail sont assimilés à une année d'expérience professionnelle).
6. Les stages rémunérés ou faisant l'objet d'indemnité sont assimilés à une expérience professionnelle.
7. À titre exceptionnel, les activités bénévoles peuvent être prises en compte à condition d'avoir été effectuées auprès d'un organisme reconnu par un État membre de l'Union européenne et d'être en rapport avec les fonctions à exercer.
8. La valorisation des activités professionnelles non salariées (indépendants, professions libérales, etc.) se fait après une analyse au cas par cas en tenant compte de leur nature et leur durée. Cette analyse s'appuie sur des éléments formels tels que des extraits de déclarations fiscales, des relevés de cotisations auprès des instances nationales ou toute autre pièce justificative officielle.
9. Les activités professionnelles exercées à temps partiel sont comptabilisées au prorata du temps de travail presté.
10. Le classement des agents contractuels auxiliaires est établi comme suit:

- a. dans le groupe de fonctions II selon le tableau ci-dessous:

Durée d'expérience	Grade
Moins de 5 ans	4
Entre 5 ans et 10 ans	5
Entre 10 ans et 20 ans	6
Au moins 20 ans	7

- b. dans le groupe de fonctions III selon le tableau ci-dessous:

Durée d'expérience	Grade
Moins de 5 ans	8
Entre 5 ans et 10 ans	9
Entre 10 ans et 15 ans	10
Entre 15 ans et 20 ans	11
Au moins 20 ans	12

- c. dans le groupe de fonctions IV selon le tableau ci-dessous:

Durée d'expérience	Grade
Moins de 5 ans	13
Entre 5 ans et 9 ans	14
Entre 9 ans et 13 ans	15
Entre 13 ans et 17 ans	16
Entre 17 ans et 21 ans	17
Au moins 21 ans	18

13

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ANNEXE IV – Procédure de stage pour les agents contractuels et agents contractuels auxiliaires

La procédure pour le stage d'un agent contractuel est la suivante:

- a. L'agent contractuel dont le contrat est conclu pour une durée d'au moins un an, effectue un stage selon les dispositions de l'article 84 du RAA.
- b. Un mois au plus tard avant l'expiration de son stage, l'agent contractuel fait l'objet d'un rapport sur son aptitude à s'acquitter des tâches que comportent son poste, ainsi que sur son rendement et sa conduite dans le service. Ce rapport est communiqué à l'intéressé, qui peut formuler par écrit ses observations. L'agent contractuel qui n'a pas fait preuve de qualités suffisantes pour être maintenu dans son emploi est licencié. Toutefois, l'autorité visée à l'article 6 du RAA, premier alinéa, peut, à titre exceptionnel, prolonger le stage pour une durée maximale de six mois, éventuellement avec affectation de l'agent contractuel à un autre service.
- c. En cas d'inaptitude manifeste de l'agent contractuel en stage, un rapport peut être établi à tout moment du stage. Ce rapport est communiqué à l'intéressé, qui peut formuler par écrit ses observations. Sur la base de ce rapport, l'autorité visée à l'article 6 du RAA, premier alinéa, peut décider de licencier l'agent contractuel avant l'expiration de la période de stage, moyennant un préavis d'un mois.
- d. Lorsque le rapport de stage recommande le licenciement ou la prolongation du stage, le supérieur hiérarchique tient un dialogue avec l'agent contractuel. L'agent et le supérieur hiérarchique peuvent se faire assister lors du dialogue, par une autre personne de leur choix, pour autant que celle-ci soit un fonctionnaire ou un autre agent au sens du RAA.

Au plus tard cinq jours ouvrables après la tenue de ce dialogue, le supérieur hiérarchique transmet un avis à l'AHCC.

PROCEDURE FOR RECRUITMENT AND MANAGEMENT OF INTERIM STAFF

1. INTRODUCTION

The European Data Protection Supervisor (EDPS) has decided to adopt the following procedure for the recruitment of interim staff.

This procedure has been adopted by the Director on 5/7/2012 and will be updated when necessary.

The Human Resources team is composed Mr. Leonardo CERVERA NAVAS (Head of Unit), [REDACTED] and the trainees of the HRBA Unit.

2. LEGAL FRAMEWORK

Interim staff are recruited through interim agencies under Belgian national labour law and they are not included in the Staff Regulations. They are not employed directly by the EDPS, but they are employed by the interim agencies and the EDPS hires them from the agencies.

The interim agencies are selected through an inter-institutional tender procedure organised by the European Commission. The last procedure took place in 2011 (procedure No HR/R3/PR/2011/023) and led to the selection of 3 agencies:

- 1) Tempo Team
- 2) Randstad
- 3) Manpower

All the European Institutions who joined the framework contract must send their request to the first agency that won the tender procedure. Only if Tempo Team cannot satisfy the requests for interim staff, then it is possible to send a request to the second agency and if they cannot fulfill it, then the third company could be contacted.

The EDPS participates in the framework contract and signed specific contracts with the first two agencies in December 2011 (CEPD/HR/2011/1 and 2). The third company did not respond to the EDPS request to sign a bilateral company. In any case, it does not seem necessary to have a third contract as in the past we always hired interim staff from the first agency and we never needed to contact even the second agency.

3. PROCEDURE

Recruitment of interim staff is organised to address temporary needs of the EDPS Secretariat. Interims can be hired on a short term basis: maximum 6 months or 120 days worked, after which an interim may be recruited again only after a break of 1 month.

The needs for new interim staff are discussed at the Director's meeting (in terms of period of time and profile needed). After a decision is taken, the Head of Human Resources informs the HR team, who send a request to the interim agencies (starting from the first one).

Following this request, relevant CV's for a given profile are sent by the interim agency to the HR team. The HR team discusses the application(s) with the Head of the Unit or Sector that made the request and a selection is made. The CV's of non-selected candidates are destroyed. The HR Team sends an e-mail to the interim agency confirming the name of the selected candidate and the period of work.

A paper file is created for each interim staff, to keep all the relevant documents (e.g. CV, copies of future timesheets). This file is kept during the period worked plus one month, in order to check that the maximum duration is respected. After one month from the end of the period worked, this paper file is destroyed.

The data of the selected candidate are registered in the personnel database Sysper2, as interim staff hold a post in the Sysper2 organisation chart.

The selected candidate starts working at the EDPS and fills in weekly time sheets for the interim agency, which are signed by the hierarchical superior and by one member of the HR Team. Then the interim staff sends the original to the interim agency and leaves a copy to the HR Team (which is kept in the paper file). Every month the interim agency sends the bills to the EDPS, together with the original time sheets. The Finance Team compares the recorded working hours with the hours invoiced by the interim agency (the files are kept under the provisions set in the Financial Regulation).

Contract extensions are possible after discussion and decision at the Director's meeting (always respecting the 1-month break after the limit of 6 months or 120 days worked). The extension is requested by the HR Team by e-mail.

4. IMPLEMENTATION TIMEFRAME

This procedure enters into force on the day of its adoption



Brussels, 5 July 2012

The Director
Christopher Docksey

