



**EUROPEAN
DATA PROTECTION
SUPERVISOR**

**VACANCY
NOTICE**

The EDPS is looking for a
Head of Sector

Vacancy notice n°	33-2023- EDPS- FO
Type of post/type of contract	AD
Grade/function group	6-12
Publication under	Article 29(1)(a), (b) and (c) of the Staff Regulations
Place of employment	Brussels (Belgium)
Deadline for applications	08/12/2023

WHO ARE WE?

The EDPS - a young and dynamic institution

The European Data Protection Supervisor (EDPS), a young EU institution established in 2004, in Brussels, Belgium, is the independent data protection authority of the EU institutions and the advisor of the EU legislator on data protection matters. We strive to be an impartial centre of excellence in order to embed a strong data protection culture in the EU institutions and the legislation emanating from them. We also closely follow technological developments and try to anticipate their impact on the privacy of individuals. Our organisation employs about 120 staff members, most of whom are EU officials, but we also welcome Contract Agents and Seconded National Experts, working full-time or part-time.

The EDPS - a great place to work

We value a strong culture of respect, flat hierarchical structures and an open door policy to foster innovative ideas and a strong collaboration between colleagues. To ensure our staff's well-being and motivation, we believe that it is essential to create a healthy organisational climate and to strike a good work-life balance. To achieve this, we offer various flexible working arrangements, as well as learning and development opportunities, such as job-shadowing and training programmes.

WHO ARE WE LOOKING FOR?

Someone who

- fits in an informal and friendly yet professional working environment;
- appreciates working collaboratively with other colleagues on a variety of different projects;
- brings their creativity and initiative to the table;
- enjoys engaging constructively with stakeholders, based on our core values: integrity, impartiality, transparency and pragmatism.

ABOUT THE POSITION

Our job vacancy is in the Supervision and Enforcement Unit. The Supervision and Enforcement Unit monitors the processing of personal data by the EU administration and ensures that Union institutions, offices, bodies and agencies (EUI's) comply with data protection rules. Our core tasks range from conducting investigations and audits to handling complaints and prior consultations on processing operations. We decide on the best way to address identified issues, and we enforce the law, which includes using the EDPS' corrective powers, including administrative fines and litigation in the EU courts.

As a **Head of Sector "Complaints and Investigations"**, your main responsibilities will include:

- leading a team to proactively monitor compliance of the data protection rules by Union institutions, offices, bodies and agencies, including through investigations and to coordinate enforcement actions when necessary, in line with the EDPS strategy 2020-2024 and the Head of Unit's instructions;
- coordinating the handling of complaints from individuals or data protection associations relating to the processing of personal data by the EUIs and dealing with them efficiently and within a reasonable period of time;
- engaging with internal and external stakeholders, such as Data Protection Officers, or national data protection authorities, either directly or through the European Data Protection Board (EDPB);
- contributing to quality checks on files for signature by the Head of Unit and/or Secretary General and/or the Supervisor;
- developing the EDPS's knowledge and internal procedures on complex issues relating to the sector's tasks, producing influential and impactful guidance to EUI's, and undertaking projects aimed at developing the sector's tasks further;
- you may also be required to carry out additional tasks when necessary and in the interest of the Head of Unit and/or Secretary General and/or the Supervisor.

You may also be required to carry out additional tasks when necessary and in the interest of the service.

OUR ELIGIBILITY AND SELECTION CRITERIA

Eligibility criteria

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

- a level of education corresponding to completed university studies of at least three years, attested by a diploma, in a relevant field, attested by a diploma in the field of law.
- to have at least three years of relevant professional experience/experience.

¹ In case you will be offered the job, you must also provide evidence of EU nationality; have completed any compulsory military service; provide appropriate character references (have no criminal record); pass the EU institutions' medical examination; be fluent in one of the EU languages and be able to work in a second EU language.

Selection criteria

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

Essential

- 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 personal data protection and its implications for EUIs;
- practical experience in the field of data protection or similar complex legislation;
- excellent problem-solving skills and creativity in proposing possible solutions in compliance with the applicable rules;
- proven leadership, coordination and communication skills and the capacity to motivate and develop a team to the best of its potential and experience;
- a modern management style with the ability to foster cooperation across sectors and units;
- resilience in view of high workload periods and the ability to respond quickly and decisively in the case of urgencies; we need someone who can prioritise competing issues and tasks in a very varied workload and contribute effectively as part of a team, often with demanding deadlines;
- 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, an excellent knowledge of English is desirable;
- a good knowledge of modern information technology, including IT management and IT tools;
- the willingness to obtain security clearance.

Advantageous

- Experience in people management;
- Experience in complaints handling, conducting administrative and/or criminal investigations, and/or audits, and/or litigation in national or EU courts.

HOW TO APPLY?

Interested in this position? Please send to EDPS-selections@edps.europa.eu by **08/12/2023 at 12:00 (Brussels time)**

- CV and cover letter detailing why you are suitable for this role;
- the completed application form;
- an official document attesting your status as an official (category, grade); the different posts held in the EU institutions, bodies and agencies, and a copy of your last two staff evaluation reports; or an official document from EPSO attesting that you are a laureate.

All supporting documents, such as references, certificates, must be merged into one single PDF document of a maximum size of 2MB.

OUR SELECTION PROCEDURE

All eligible applications will be scrutinised by a selection panel. Candidates whose applications best match the selection criteria will be invited for an interview during which the selection panel will assess each candidate's performance. In addition, a second interview or written tests may be carried out. At the EDPS we aim for all selection panels to have a gender-balanced composition.

OTHER IMPORTANT INFORMATION

Equal opportunities

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

As such, the EDPS welcomes all applications without discrimination on grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of national minority, property, disability, age, gender identity or sexual orientation.

If you require any special arrangements (due to a disability) to take part in this selection procedure, please indicate this on your application.

Data protection

A data protection notice detailing how the EDPS processes candidates' personal data in the context of recruitment can be found [here](#).

Join us in shaping a safer digital future!

Brussels, 29/11/2023