

Vacancy notice 2018/20 – HQ (AD)

Expert in data protection with specific knowledge of foreign affairs, including the Common Security and Defence Policy - Data Protection Officer in the EEAS

Directorate for General Affairs
EEAS.SG.AFFGEN - Job n.284700

We are:

The European External Action Service (EEAS), which supports the work of the High Representative in defining and implementing an effective and coherent EU foreign policy. The EEAS supports her tasks of conducting the EU's Common Foreign and Security Policy and chairing the Foreign Affairs Council. It also supports the High Representative in her capacity as Vice President of the Commission with regard to her responsibilities within the Commission in the external relations field including the coordination of other aspects of the EU's external action. The EEAS works in close cooperation with Member States, the Council and relevant services of the European Commission.

The Data Protection Office is administratively attached to the Directorate for General Affairs, working directly under the authority of the Secretary General.

The **Data Protection Office** in the EEAS is tasked with the protection of the right to privacy and the protection of personal data within the organisation. Its mission is to assist management and staff with independent, objective advisory services in order to be compliant with relevant data protection provisions, ensuring the protection of the right to privacy and the protection of personal data within the organisation, taking into account the specific needs of EEAS departments. The office is responsible for implementing the data protection provisions of Regulation EC/45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data, taking into account the specific needs of EEAS departments. In carrying out its activities, the EEAS frequently needs to collect process and retain personal data. All personal data must be processed in accordance with *Regulation (EC) 45/2001*, as implemented by *Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011*.

The EEAS is a European public service that is committed to applying diligent data protection rules in the activities of all its staff, at all levels, both in the Headquarters and in the EU Delegations. Moreover, the EEAS assists the EU CSDP missions and operations in the development of their policies on data protection.

We propose:

The EEAS has decided to launch a recruitment procedure in order to recruit an expert with special qualifications for a new position of Data Protection Officer (grade AD 7) within the Directorate for General Affairs, in accordance with Article 29(2) of the Staff Regulations of Officials of the European Union (hereinafter 'the Staff Regulations').

Under the administrative authority of the Director for General Affairs, the Data Protection Officer will assist management and staff to comply with relevant data protection provisions. Furthermore, the DPO will ensure the protection of the right to privacy and the protection of personal data within the organisation, taking into account the specific needs of EEAS departments, keep the register of

notifications and liaise with the European Data Protection Supervisor as well as with National Data Protection Authorities. The DPO will support data controllers in the interpretation and application of the new General Data Protection Regulation, facilitating an efficient transition to in headquarters and delegations. At the same time, the DPO will provide advice and submit to the competent authorities specific protection policies to be implemented by the CSDP missions and operations.

The recruitment will depend on the requirements of the service and the budgetary availability of the post.

The basic monthly salary for grades AD 7 is 5,937.01 euros. Under the conditions laid down in the Staff Regulations, and depending on individual circumstances and household composition, certain allowances may be added to this basic salary, which is subject to EU tax and exempt from national tax.

The EU institutions offer their own pension plan and social security system, based on contributions deducted from salaries at source. Staff's children may enrol free of charge at the European School.

We look for:

We are looking for an expert in data protection with specific knowledge and experience in foreign affairs, in particular of the Common Foreign and Security Policy, including the Common Security and Defence Policy, and related issues.

Eligibility criteria¹:

This selection procedure is open to candidates who meet the following eligibility criteria by the application deadline:

- Fulfil the recruitment conditions laid down in Article 28 of the Staff Regulations, namely:
 - be a national of one of the Member States of the European Union,
 - enjoy their full rights as a citizen,
 - have fulfilled any obligations imposed on them by the recruitment laws concerning military service,
 - produce the appropriate character references as to their suitability for the performance of the duties envisaged.
- Pursuant to Article 5 of the Staff Regulations, have achieved:
 - a level of education which corresponds to completed university studies of at least three years, attested by a diploma,
 - or

¹ All the eligibility criteria must be met on the closing date for applications to this post.

- where justified in the interest of the service, professional training of an equivalent level.
- Demonstrate at least 4 years' professional experience in foreign affairs, in particular of the Common Foreign and Security Policy, including the Common Security and Defence Policy, gained after obtaining the above-mentioned qualification, including at least 2 years' experience directly related to the application and enforcement of data protection rules and duties in the field of data protection. The experience must have been acquired by the deadline for the submission of applications.
- Possess in-depth knowledge of one official EU language (level C1 oral and written) and satisfactory knowledge (minimum level B2 oral and written) of at least one other official EU language.
- English and French are the working languages of the Common Foreign and Security Policy. Candidates must have a very good knowledge of one of these languages (minimum level C2) and good knowledge of the other (minimum level B1).

To assess your foreign language skills, see:

<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

Special qualifications

The recruitment panel will select the eligible candidate from those who have best shown, in their application and the selection procedure:

- knowledge of the functioning of the EU institutions, in particular the EEAS
- have an excellent ability to maintain relations and to ensure representation, communication in a complex, multicultural environment
- have an excellent capacity to create constructive working relations with European Institutions and national authorities
- thorough knowledge of EU data protection legal framework and its ongoing reform,

- knowledge of data protection rules in the area of foreign affairs, especially with regard to the activities of the EU Delegations and Common Security and Defense Policy missions and operations,
- knowledge of the procedures concerning transfers of data to third countries,
- sound knowledge of other areas in relation to data protection, such as public procurement, EU civil service, administrative inquiries and disciplinary actions, fight against fraud, etc,
- excellent aptitude for oral communication, presentation in public and drafting legal documents,
- excellent interpersonal skills, argumentation, negotiation and conflict resolution skills,
- a 'service culture' approach (customer service and problem-solving), and a proven ability to meet deadlines, follow instructions and work in a team,

Specific conditions

The successful candidate will be required to undergo security vetting if (s)he does not already hold security clearance to an appropriate level, in accordance with the relevant security provisions.

Successful candidates will be required to act independently in the public interest and to make a declaration of any interests which might be considered prejudicial to their independence, as set out in the Staff Regulation.

RECRUITMENT POLICY

Equal opportunities

The External Action Service applies an equal opportunities policy.

APPLICATION AND SELECTION PROCEDURE²

The procedure will take place in three different and successive steps:

Application

Before submitting their application, candidates should carefully check whether they meet all the eligibility criteria in order to avoid automatic exclusion from the selection procedure.

Candidates must apply through the on-line system:

<https://webgate.ec.europa.eu/eapplication/index.cfm>

² Your personal data will be processed in accordance with Regulation (EC) 45/2001, as implemented by decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. The privacy statement is available on EEAS zone (<http://webgate.eeas.testa.eu/eeas/eeaszone/?q=node/26247>) and on the EEAS website (http://eeas.europa.eu/data_protection/rights/index_en.htm).

To log on to the system, an ECAS (European Commission Authentication Service) password is required; candidates without a password can register to get one through the afore-mentioned link from **23 January 2018**. EEAS staff members with a professional ECAS account should use that account for their application. A helpdesk facility is available via the "Contact Support" function within the on-line system.

During the on-line application procedure candidates will have to upload their **CV** and **motivation letter** (in English or French).

All candidates will have the opportunity to follow the progress of their application through the on-line system.

Applications may be made at any point during the period from **23 January 2018 to 09 February 2018 at 12.00 midday (Brussels time)**. Please note that the only way to submit an application is using the on-line system.

As the system may experience peak activity around the deadline, candidates are strongly advised to submit their application as early as possible. **Late applications will not be accepted.**

For correspondence concerning the selection procedure, please use the following email address:

EEAS-HQ-APPLICATIONS-AD@eeas.europa.eu

Pre-selection procedure

On the basis of the qualifications and the professional experience described in the CV and motivation letter, the recruitment panel will produce a shortlist of a limited number of eligible candidates who best meet the selection criteria described in the vacancy notice.

Selection procedure

The preselected candidates will be invited to an interview with the recruitment panel.

At the end of this procedure, on the basis of the applications, the experience, special qualifications and the performance of the candidates in the interview, the recruitment panel will select a candidate for recruitment who best fulfils the specifications laid down in this notice.

The candidates who have been pre-selected will be invited for an interview so that the recruitment panel can evaluate them objectively and impartially on the basis of their qualifications, professional experience, performance in the interview and linguistic skills, as listed in the present notice.

The selection by the recruitment panel does not in any way constitute the right to be appointed. It is the sole responsibility of the Appointing Authority to decide to offer the selected candidate to be appointed to the position of the Data Protection Officer.

It is recalled that if the interest of the service so requires, the recruitment procedure can be terminated at any stage and the Appointing Authority may decide, in the exercise of its prerogative to reorganise its services, to reassign an EEAS official to the position of Data Protection Officer.

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