

END/SNE – JOB DESCRIPTION

Job Framework

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| <u>Job Title:</u> | SNE – Data Protection Specialist |
| <u>Job Location:</u> | SG.AFFGEN.DPO – HQ Data Protection Officer |
| <u>Job Number:</u> | 338091 |
| <u>Area of activity:</u> | Protection of personal data |
| <u>Category:</u> | AD |
| <u>Duration of secondment:</u> | one year (extendable) |

The European External Action Service (EEAS) supports 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.

Job Content

Overall purpose:

The Data Protection Specialist will support the EEAS Data Protection Officer (SG.AFFGEN.DPO). The Data protection Officer (DPO) is an independent entity functioning within the directorate SG.AFFGEN in charge of Inter-institutional Relations, Policy Coordination and Public Diplomacy. The mission of the DPO is to support management and staff with independent, objective advice in order to be compliant with the relevant data protection legislation, 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 services. Assignments cover the monitoring of data processing activities as well as include consultations, request handling, awareness raising, training and network coordination. Due to the diversity of the activities of the EEAS, the work of the DPO is broad and challenging. The future Data Protection Specialist will be required to work in close cooperation with the DPO along with relevant administrative and policy directorates and divisions of the EEAS, EU Delegations, potential external contractors, the data protection expert community, the European Data Protection Supervisor, European Commission and other EU institution representatives.

Functions and Duties:

Reporting to the Data Protection Officer, the Data Protection Specialist will contribute:

1. to inform and advise data controllers in ensuring compliance in accordance with the applicable data protection legislation, with emphasis on respecting the rights of individuals whose data is processed
2. to monitor compliance and assist in the consultation process with the supervisory authority
3. to assist with the coordination of the data protection networks
4. to handle data subject requests and follow up impact assessments, data breaches
5. to promote data protection awareness through training and other initiatives
6. to represent the DPO, as required, both within the EEAS and at inter-institutional level

The Data Protection Specialist is expected to work in a team with the DPO as well as on independent tasks contributing to the implementation of data protection legal obligations of controllers in the EEAS Headquarters and EU Delegations, mainly by supporting the DPO to:

- monitor and review the data processing activities of controllers and their inventory identifying specific and corporate level processes, advising on lawfulness
- assist data controllers in preparing their records and privacy statements and review them
- assess privacy impacts of various processing activities including aspects of security, storage, retention, access to data and support the development of data protection impact assessments
- contribute to data breach notifications
- adjust consent forms on demand and provide advice on registration of consent
- verify data protection clauses with contractors and service-providers
- draft advice for access requests and complaints, including relevant requests for access to documents
- investigate personal data processing activities
- follow up tasks, actions and requests, including contact keeping with other relevant EU institutions
- provide support in reporting and drafting or updating information material, publications, forms both for Headquarters and EU Delegations as well as in awareness raising

Job Requirements

Education and Training: A level of education, which corresponds to completed university studies, when the normal period of study is 4 years or more. Legal background is essential. Relevant professional training and certificate in data protection is a strong asset.

Knowledge and Experience: The candidate should have more than three years work experience in the field of data protection. Knowledge of the relevant EU data protection legal acts is a requirement and comprehensive familiarity with EU institutions, related decision-making processes, administrative procedures, EU external actions, the Common Foreign and Security Policy and understanding of the work of civilian and military missions and operations of the European Union would be assets. The ideal candidate will have a good understanding of the innovative use of modern technologies with an impact on privacy and data protection.

Skills

Linguistic skills: Sound knowledge of English is a requirement. Proficiency in French with a good command of spoken and written language skills is important.

Communication skills: Capacity to work and communicate under time pressure in an international diplomatic and multilingual environment. Experience with awareness raising methods and tools as well as preparing information material along with developing content and updating websites, databases are important assets.

Interpersonal skills: Aptitude for teamwork also in a small team, in combination with the ability to work independently with an open-mindedness for cooperation and supervision. Good coordination with immediate team members, other teams and stakeholders as well as effective time management are essential.

Intellectual skills: Solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions. Creativity and flexibility would be valuable assets.

Personal Qualities

Highly motivated and flexible personality. Adapting quickly to new situations and dealing with new challenges. We look for a pro-active, methodical and well-organised person with a strong sense of initiative, able to work independently and as part of a team and able to handle multiple tasks at the same time with an eye for detail.