



The European Data Protection Board is looking for a  
**TRANSPARENCY OFFICER**

Vacancy notice n°	01-2022-EDPB
Type of post/type of contract	CA
Grade/function group	FGIV
Publication under	Article 3b of the CEOS
Place of employment	Brussels (Belgium)
Deadline for applications	11/03/2021 (Brussels time GMT+1) at 12:00

## WHO ARE WE?

### EDPB and EDPS - young and dynamic institutions

The EDPB receives analytical, administrative and logistical support from the EDPB Secretariat that is provided by the EDPS.

Regulation (EU) 2016/679 provides for the establishment of the European Data Protection Board (EDPB), a body of the Union with legal personality that shall act independently. The EDPB, established in 2018, is composed of the Heads of national data protection supervisory authorities and the European Data Protection Supervisor. The EDPB is responsible for promoting the correct and consistent interpretation and application of the Regulation and for promoting cooperation between supervisory authorities throughout the Union.

The European Data Protection Supervisor (EDPS) was established in 2004, in Brussels, Belgium. As the European Union's independent data protection authority, we strive to be an impartial centre of excellence for the enforcement and reinforcement of EU data protection and privacy standards, both in practice and in law. Our organisation employs about 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 flat hierarchical structures and an open door policy to foster innovative ideas and a strong collaboration between colleagues. To ensure our staff's well-being and motivation, we believe that it is essential to strike a good work-life balance. To achieve this, we offer various flexible working arrangements, as well as learning and development opportunities, such as job-shadowing and training programmes.

## WHO ARE WE LOOKING FOR?

Someone who:

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

## ABOUT THE POSITION

Our job vacancy is in the EDPB Secretariat. The team is in charge of providing analytical, administrative and logistical support to the European Data Protection Board.

As a Transparency Officer, your main responsibilities will include:

- Handling, assessing and coordinating the EDPB's response to requests for access to documents made in accordance with Regulation 1049/2001;
- Maintaining an overview of the requests received and ensuring that legal deadlines to respond are respected;
- Providing legal advice to EDPB staff members, including on the proactive publication of documents;
- Contributing to the update of the EDPB access policy;
- Providing legal advice and assistance to the EDPB Communication team on requests for information from the public, as well as contributing to the EDPB website and annual report;
- Monitoring legal and business developments relevant for access to documents and transparency, including CJEU case law;
- 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 applications<sup>1</sup>:

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<sup>1</sup> 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.

- A level of education corresponding to completed university studies in law, or another field relevant for this position of at least three years, attested by a diploma, or professional training of an equivalent level;
- To have at least one year of relevant professional experience/experience in handling and assessing access to document requests in the EU institutions;
- Candidates for this Contract Agent position must have passed the EPSO Permanent CAST by the end of the recruitment process and are therefore encouraged, in order to fasten this process, to create a corresponding EPSO profile already with their application.

### Selection criteria

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

#### Essential

- Very good knowledge of applicable EU legislation regarding public access to documents as well as the corresponding administrative procedures in handling assessing and coordinating related requests;
- Capacity for analysis, good communication and writing skills;
- Excellent organisational skills and sense of responsibility;
- Capacity to deliver in a structured way;
- Ability to work autonomously but also a strong sense of teamwork;
- Good computer skills, sound knowledge of MS Office package (in particular Word, Excel);
- Ability to work in a small team in a dynamic environment;
- Good knowledge of English.

#### Advantageous

- Good 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 applicable legislation on data protection and its implications for EU institutions and bodies;

### HOW TO APPLY?

Interested in this position? Please send to [EDPS-selections@edps.europa.eu](mailto:EDPS-selections@edps.europa.eu) by **11 MARCH 2022 at 12:00 (Brussels time)**:

- CV and cover letter detailing why you are suitable for this role;
- The completed application form;

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

## OUR SELECTION PROCEDURE

The selection (and recruitment) procedure is coordinated by the Human Resources team of the European Data Protection Supervisor (EDPS), who provides administrative support to the EDPB Secretariat.

All eligible applications will be scrutinised by a selection panel. Candidates whose applications best match the selection criteria will be invited for an interview during which a selection panel will assess each candidate's performance. In addition, a second interview or written tests may be carried out.

## OTHER IMPORTANT INFORMATION

### Equal opportunities

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

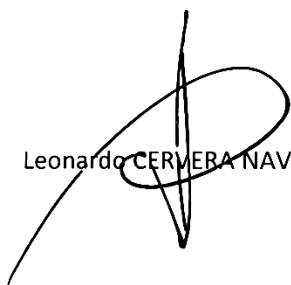
As such, the EDPB and EDPS welcome all applications without discrimination on grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of national minority, property, disability, age, gender identity or sexual orientation.

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

### Data protection

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

Brussels, 25 February 2022.



Leonardo CERVERA NAVAS