



The European Data Protection Board is looking for a  
**Transparency Officer**

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| <b>Vacancy notice n°</b>             | <b>02-2023-EDPB-CA</b>                                  |
| <b>Type of post/type of contract</b> | <b>Contract Agent (1 year renewable)</b>                |
| <b>Grade/function group</b>          | <b>FGIV</b>   |
| <b>Publication under</b>             | <b>Article 3b of the CEOS</b>                           |
| <b>Place of employment</b>           | <b>Brussels (Belgium)</b>                               |
| <b>Deadline for applications</b>     | <b>10/05/2023 (Brussels time GMT+1) at 12:00 midday</b> |

## WHO ARE WE?

### EDPB and EDPS - young and dynamic institutions

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 130 staff members, most of whom are EU officials, but we also welcome Contract Agents and Seconded National Experts, working full-time or part-time.

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

## The EDPB and 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;
- 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 unit is in charge of providing analytical, administrative and logistical support to the European Data Protection Board and works under the authority of the Chair of the EDPB and the head of Secretariat. The Transparency Officer will work within the Litigation and international affairs sector, which is also in charge of internal legal compliance and compliance with Regulation 1049/2001 on access to documents.

As Transparency Officer your main responsibilities will include:

- handling, assessing and coordinating the EDPB's responses to requests for access to documents made in accordance with Regulation 1049/2001;
- maintaining an overview of the requests received and ensuring the legal deadlines to respond are respected;
- handling any possible European Ombudsman's complaint or litigation relating to EDPB's responses to requests for access to documents;
- providing legal advice to the EDPB 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, contribution to the EDPB website and annual report;
- monitoring legal and business developments relevant to access to documents and transparency, including CJEU case law;
- You may also be required to carry out additionally 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>:

- A level of education corresponding to completed university studies of at least three years, attested by a diploma, in the field of law or another field relevant for this position, or professional training of an equivalent level;
- Candidates for this Contract Agent position must have passed the EPSO Permanent CAST by the end of the recruitment process and are therefore encouraged 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

- Excellent knowledge of relevant EU legislation regarding public access to documents and related implementing procedures;
- At least 2 years of relevant professional experience in handling and assessing access to document requests, preferably in EU institutions;
- High capacity for analysis paired with very good communication and writing skills to deliver in a structured way;
- Very good ability of multitasking and to complete several simultaneous files within set deadlines, while demonstrating flexibility to adjust to evolving circumstances;
- Very good organisational skills and ability to work autonomously combined with a strong sense of teamwork;
- Good computer skills including a sound knowledge of MS Office package;
- Very good level of written and spoken English, which is the main working language of the EDPS and of the EDPB.

#### Advantageous

- Good knowledge of the structure and functioning of the European Union and of its institutions, the EU treaties, EU procedural law, and other fields of Union law broadly linked with access to documents;
- Knowledge of applicable data protection law;
- Good understanding of the implications of access to documents legislation for EU institutions and bodies;
- Ability to work in a small team in a dynamic environment.

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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.

## HOW TO APPLY?

Interested in this position? Please send to [EDPS-selections@edps.europa.eu](mailto:EDPS-selections@edps.europa.eu) by **10 May 2023 at 12:00 midday (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, 18 April 2023

  
Leonardo CERVERA NAVAS