

Vacancy Notice

for establishing a reserve list

Data Protection Officer (AD 8) (EPPO/AD/2020/005)

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|---------------------------------------|---|
| Type and duration of contract: | Temporary Agent, 4 (four) years with possibility of 1 extension of 4 (four) years |
| Function group and grade: | AD 8 |
| Monthly basic salary: | € 7072,70 at step 1 plus, where applicable, various allowances ¹ |
| Place of employment: | Luxembourg |
| Deadline for applications: | 23 November 2020 at 23:59 hours (CET) |

1. European Public Prosecutor's Office

The European Public Prosecutor's Office ('the EPPO') is an independent European prosecution service responsible for carrying out criminal investigations and prosecutions into crimes affecting the Union budget, including fraud, corruption, money laundering and serious cross-border VAT fraud. The Regulation establishing the EPPO under enhanced cooperation² entered into force on 20 November 2017.

The EPPO offers challenging and rewarding careers to enthusiastic, motivated and highly skilled people who want to work within an international environment and contribute to the vision of this new organisation.

The seat of the EPPO is in Luxemburg.

2. Main responsibilities

The European Public Prosecutor's Office is seeking a suitable candidate for the position of Data Protection Officer. The successful candidate will be designated by the EPPO College on the basis of a proposal of the European Chief Prosecutor.

The successful candidate will ensure the EPPO's compliance with the applicable legal regime in the area of data protection. She/he will be providing advice to management and staff in this field. She/he will report directly to the European Chief Prosecutor.

The Data Protection Officer shall act independently and may not receive any instructions.

The Data Protection Officer's tasks will include, amongst others, the following:

¹ See further information under the field 'Contract and Remuneration'.

² Council Regulation (EU) 2017/1939 of 12 October 2017 implementing enhanced cooperation on the establishment of the European Public Prosecutor's Office ('the EPPO') (OJ L 283, 31.10.2017, p. 1).

- Ensuring compliance with the data protection provisions of the EPPO Regulation, Regulation 2018/1725 and of the relevant data protection provisions in the internal rules of procedure of the EPPO;
- Monitoring compliance and raising awareness on the data protection provisions of the EPPO Regulation, with other Union or national data protection provisions and with the policies of the EPPO in relation to the protection of personal data;
- Ensuring that a record of the transfer and receipt of personal data is kept in accordance with the provisions to be laid down in the internal rules of procedure of the EPPO;
- Informing, advising and raising awareness of the EPPO and the staff involved in data processing operations;
- Cooperating with the staff of the EPPO responsible for procedures, training and advising on data processing;
- Ensuring that controllers and data subjects are informed of their rights and obligations;
- Providing advice, where requested, as regards the data protection impact assessment and monitor its performance;
- Acting as the contact point for the European Data Protection Supervisor, cooperating and consulting, where appropriate, on any matters relating to the processing of personal data;
- Regularly attending meetings within the data protection field work, engaging in inter-institutional cooperation and establishing a mutual exchange of information with other EU Institutions and bodies.

3. Requirements

3.1 Eligibility criteria

To be considered eligible, candidates must satisfy all the following eligibility criteria by the closing date for submitting applications:

- She/he has a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more and, after the award of the qualification certifying the completion of the level of studies, has acquired at least **9 (nine) years** of appropriate professional experience;
- OR
- She/he has a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is at least three years and, after the award of the qualification certifying the completion of the level of studies, has acquired at least **10 (ten) years** of appropriate professional experience.

In addition, the candidate must fulfil the following conditions, by the deadline for applications:

- She/he is a national of one of the Member States of the Union and enjoys her/his full rights as citizen;
- She/he has fulfilled any obligations imposed by the laws concerning military service;
- She/he produces the appropriate character references as to her/his suitability for the performance of her/his duties³;
- She/he physically fit to perform her/his duties⁴; and

³ If successful, you will be asked to provide prior to recruitment, a police certificate confirming the absence of any criminal record.

⁴ Prior to recruitment, the successful candidate will be examined by one of the Institutions' medical centre to confirm that the requirements of Article 12 (2) (d) of the Conditions of Employment of Other Servants of the EU are met.

- She/he produces evidence of a thorough knowledge of one of the official languages of the EU and of a satisfactory knowledge of another official language of the EU to the extent necessary for the performance of her/his duties.

3.2 Selection criteria

Applications will be assessed based on the information provided by the candidates in the Application Form against the following criteria:

Essential

- University degree in Law; Public Administration or any of the areas relevant to the duties described above;
- Experience of at least 5 (five) years in data protection, working with/within the European institutions, agencies or bodies or a related service of a national or international administration;
- Proven expert knowledge of data protection law and practices;
- Excellent command of both written and spoken English, at least at level C1⁵.

English, being the vehicular language of the EPPO, will be tested during the interview.

In addition, very good command of the MS Office Applications is considered essential, and might be tested during the written test.

Advantageous

- Thorough knowledge of the EPPO Regulation and Regulation 2018/1725;
- Proven experience in regulatory drafting of data protection provisions relevant for law enforcement;
- Proven ability to find practical solutions to data protection and privacy issues;
- Proven experience in informing, advising and raising awareness on data protection;
- Proven experience in inter-institutional cooperation;
- Good command of both written and spoken French, at least at level B2⁵.

Interpersonal competencies

- Strong sense of initiative, critical thinking, excellent problem solving skills and analytical capabilities;
- Excellent organizational and planning skills, ability to work under pressure and with tight deadlines;
- Excellent communication skills, both orally and in writing;
- High sense of responsibility, discretion and confidentiality.

⁵ In accordance with the Common European Framework of Reference for Languages:
<https://europass.cedefop.europa.eu/resources/european-language-levels-cefr>

4. Application procedure

The candidate/job holder must either be a holder of a valid security clearance up to the level of “SECRET UE/EU SECRET” or be willing to undergo the national security vetting procedure (in order to be allowed to perform her/his job).

Candidates are required to check carefully before submitting an application whether they meet all the eligibility criteria, particularly concerning the required types of diplomas and professional experience as well as their linguistic capacity.

In order to facilitate the process, candidates are invited to apply in English.

For applications to be valid, candidates shall:

- Use and duly complete the EPPO Application Form, which can be found on the DG JUST website https://ec.europa.eu/info/files/eppo-application-form-word_en;
- Send their application (preferably in pdf format), **only by email** to eu-eppo-recruitment@ec.europa.eu by the deadline;
- The subject of the e-mail should include the reference of this vacancy, followed by the candidate's surname;
- The Application Form must be saved as follows: SURNAME_Name_Reference number.

Incomplete applications or applications sent without using the EPPO Application Form will be disqualified and treated as non-eligible.

Candidates who use the same application to apply for more than one position will also be disqualified.

Please, make sure that your Application Form is readable, as no further communication will take place.

Part-time work will be taken into account in proportion to the percentage of full-time hours worked; therefore, candidates are requested to indicate the percentage of part-time employment.

PhDs may be counted as professional experience if the candidates received a study grant or salary during the time of PhD studies. The maximum duration counted for PhD is three years provided that the PhD has been successfully concluded by the closing date for applications of the selection procedure.

Supporting documents (e.g. certified copies of degrees/diplomas, references, proof of experience, etc.) should **not** be sent at this stage but must be submitted at a later stage of the procedure.

Due to the high number of applications received in each selection procedure, only shortlisted candidates will be contacted.

5. Closing date for applications

The closing date for application is **23 November 2020, 23:59 (CET)** (please check the time zones).

The EPPO will disregard any application received after the deadline. Applicants are strongly advised not to wait until the last day to submit their applications, since heavy internet traffic or fault with

the internet connection could lead to difficulties in submission. The EPPO cannot be held responsible for any delay due to such difficulties.

6. Selection procedure

The European Chief Prosecutor, assisted by a Panel, will assess the candidates' applications against the eligibility and selection criteria and invite the most suitable candidates for a written test and an interview. Based on the interviews and the results of the written tests, the European Chief Prosecutor will select the most suitable candidate to propose to the EPPO College for designation.

In accordance with Articles 11 and 11a of the Staff Regulations (SR) and Article 11 of the Conditions of Employment of Other Servants of the European Union (CEOS), the successful candidate will be required to make a declaration of non-conflict of interest before recruitment. The EPPO Appointing Authority will examine whether the successful candidate has any personal interest which may impair her/his independence or any other conflict of interest in relation to the position offered and will adopt appropriate measures. To that end, the candidate, using a specific form will inform the Appointing Authority of any actual or potential conflict of interest.

All applications are treated fairly. Applicants will be assessed on the basis of their qualifications and in strict compliance with the principle of equal opportunities in order to have the best possible match between the profile of the candidate and the requirements of the job in question.

Under no circumstances should candidates contact the European Chief Prosecutor or the assisting Panel, directly or indirectly, concerning this recruitment. The Appointing Authority reserves the right to disqualify any candidate who would disregard this instruction.

7. Contract and Remuneration

The successful candidate will be offered a contract as a temporary agent of the type 2(a) in accordance with the CEOS for an initial period of 4 (four) years, renewable for another period of 4 (four) years.

The successful candidate who will be offered a contract of employment will, on her/his entry into service, be placed in step 1 or step 2 of the AD8 grade, according to the length of her/his professional experience. The basic monthly salary for grade AD8 currently is:

- Step 1: € 7 072,70
- Step 2: € 7 369,90

In addition to the basic salary, the following benefits might apply:

- Additional specific allowances (e.g. expatriation, household, dependent child, installation) depending on the individual's family situation and the place of origin;
- Flexible work arrangements (such as part-time work, flexible working hours, teleworking);
- Training and development opportunities;
- Annual leave entitlement of at least 24 days;
- Maternity/paternity leave and parental leave under certain conditions;
- Sickness and Unemployment Insurance Scheme enabling access to care worldwide;
- EU Civil Service Pension rights after 10 years of service.

The salary is subject to a Community tax deducted at source and staff members are exempt of national taxation.

In line with Article 97 of Council Regulation (EU) 2017/1939 of 12 October 2017 implementing enhanced cooperation on the establishment of the European Public Prosecutor's Office, continuity of contracts, including pension rights, shall be offered to staff employed by Institutions, offices, agencies and bodies of the Union as temporary agents under point (a) of Article 2 of the CEOS, temporary agents under point (f) of Article 2 of the CEOS who, without interruption, are engaged by the EPPO following the present selection procedure. However, such contracts are subject to the available positions and grades in the EPPO Establishment plan.

8. Equal opportunities

The EPPO applies a policy of equal opportunities and accepts applications without discrimination on any grounds such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

9. Data Protection

The EPPO ensures that candidates' personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC. (Official Journal of the European Union L 295, 21 November 2018, p. 39–98).

10. Appeals

Candidates who consider that their interests have been prejudiced by any decision related to the selection procedure, may lodge an administrative complaint under Article 90(2) of the Staff Regulations of Officials of the European Union within the time limit provided for, at the following address:

European Public Prosecutor's Office (EPPO)
For the attention of the European Chief Prosecutor, Ms Laura KÖVESI
Ref.: EPPO/AD/2020/005
1, Rue du Fort Thuengen
1499 Luxembourg
Luxembourg

The complaint must be lodged within 3 (three) months. The time limit for initiating this type of procedure starts to run from the time the candidate is notified of the act adversely affecting her/him.