

DATA PROTECTION OFFICER

Unit: Resource Management Services

Reference: ECDC/AD/2022/RMS-DPO

Applications are invited for the above Temporary Agent post at the European Centre for Disease Prevention and Control (ECDC).

Job description

ECDC plans to recruit one person for the above-mentioned vacancy. ECDC also aims to establish a reserve list, which may be used for any future vacancies in the area.

The Jobholder will report to the Director. Organisationally, the jobholder will be part of the Legal Services Section and have a functional reporting line to and work closely with the Head of Section as well as team members who support the data protection (DP) function and the public access to documents (ATD) services.

The jobholder will be responsible in particular for the following areas of work:

- Ensuring in an independent manner the internal application of the applicable legal regime in place for EU agencies, institutions, and bodies in the area of data protection (Regulation (EU) 2018/1725, "DP legal regime"), including in the context of ECDC's surveillance systems;
- Keeping a register and inventory of the personal data processing operations carried out by ECDC;
- Informing and advising data controllers, data processors and staff members who carry out processing operations in the course of their obligations pursuant to the applicable DP legal regime, including the assignment of responsibilities and the related audits;
- Monitoring compliance with, raising awareness of, and providing training on the applicable DP legal regime regarding internal data protection procedures and policies;
- Ensuring that data controllers and data subjects are informed of their rights and obligations;

- Monitor, assess, provide advice as regards personal data breaches and keeping a register of personal data breaches;
- Support data controllers as regards data protection impact assessments (DPIA) and monitoring their performance or the need for prior consultation on DPIAs;
- Consulting with the European Data Protection Supervisor (EDPS), including on potential data protection breaches, on the need for a DPIA, or on the need to notify processing operations likely to present specific risks;
- Driving continuous evaluation, standardisation and improvement of processes, procedures, working methods (e.g., templates, guidelines, DPIA) and tools (including electronic workflows) to enable ECDC to efficiently meet changing objectives and priorities;
- Responding to requests from the EDPS, cooperating with and consulting at the request of the supervisory authority or on the data protection officer's own initiative;
- Provide advice on compliance with legal acts regarding personal data aspects and perform risk assessments when necessary;
- Ensuring that the rights and freedoms of data subjects are not adversely affected by processing operations;
- Collaborating with Member States, the European Commission and DPOs of other EU agencies or bodies on data protection issues as required;
- Support to the Legal Services Section on all issues related to data protection, as well as in the management of requests from the general public under Regulation 1049/2001 and the respective confirmatory requests, coordinate review and responses with ECDC units, train focal points and develop guidance and systems where applicable;
- Contributing to other activities of ECDC as required, within his/her field of competence;

Qualifications and experiences required

A. Formal requirements

In order to be an eligible candidate you need to fulfil a set of formal requirements. These requirements are:

- A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is 4 years or more, or a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least 1 year when the normal period of university education is at least 3 years¹;
- At least 9 years of professional experience² (following the award of the diploma);
- Thorough knowledge of one of the official EU languages and a satisfactory knowledge of another official EU language to the extent necessary for the performance of his/her duties³;

¹ Only diplomas and certificates that have been awarded in EU member states or that are the subject of equivalence certificates issued by authorities in the said Member States shall be taken into consideration

² Compulsory military service is always taken into consideration.

³ Candidates with a non-official EU language or English as their mother tongue must provide proof of their level of a second language with a certificate (B1 or more).

In addition, in order to be eligible for a promotion through an annual promotion exercise the staff members have to have a working knowledge of a third EU language, as described in the applicable Staff Regulations and Implementing Rules.

- Nationality of one of the EU Member States or of Norway, Iceland or Liechtenstein;
- To be entitled to his or her full rights as a citizen⁴;
- To have fulfilled any obligations imposed by the applicable laws on military service;
- Meet the character requirements for the duties involved; and
- Be physically fit to perform the duties linked to the post.

B. Selection criteria

To qualify for this post we have identified essential criteria with regard to professional experience and personal characteristics/interpersonal skills. These are:

Professional experience/knowledge:

- At least 5 years of professional experience acquired in positions relevant to the job description;
- Proven professional experience in applying personal data protection legislation, working with/within the European Institutions, Agencies or Bodies or a related service within the National Administration of an EU Member State for at least 5 years;
- Good knowledge and understanding of the applicable EU data protection laws, in particular of the General Data Protection Regulation (GDPR) and the Regulation 2018/1725 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, preferably evidenced by a DPO certification issued by a certification body described in Articles 42-43 of the General Data Protection Regulation (EU) 2016/679 of the European Parliament and of the Council or by an International data protection association;
- Proven professional experience in performing risk assessments related to data protection/privacy;
- Knowledge of data protection and privacy aspects of information technologies including technical security aspects and/ or health related data and/or pseudonymized data;
- Proven professional experience in providing guidance to senior management and training in data protection and privacy;
- Excellent level of English, both written and spoken.

Personal characteristics/interpersonal skills:

- Quality driven, service minded and results oriented;
- Ability to work collaboratively and build strong working relationships;
- Committed to continuous learning and keeping abreast of developments within their field of expertise;
- Excellent analytical skills.

Depending on the number of applications received, the selection committee may apply stricter requirements within the aforementioned selection criteria.

⁴ Prior to the appointment, the successful candidate will be asked to provide a certificate from the police file to the effect of non-existing criminal record.

Equal Opportunities

ECDC is an equal opportunities employer and encourages applications from all candidates who fulfil the eligibility and selection criteria without any distinction on grounds of age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities.

Appointment and conditions of employment

The jobholder will be appointed on the basis of a shortlist proposed by the Selection Committee to the Director. This vacancy notice is the basis for the establishment of the Selection Committee's proposal. Candidates will be requested to undergo written tests. Candidates should note that the proposal may be made public and that inclusion in the shortlist does not guarantee recruitment. The shortlist of candidates will be established following an open selection process.

The successful candidate will be recruited as a Temporary Agent, pursuant to article 2f) of the Conditions of Employment of Other Servants of the European Union, for a period of five years which may be renewed. The appointment will be in grade **AD 8**.

Applicants should note the requirement under the EU staff regulations for all new staff to successfully complete a probationary period of nine months.

For any further information on contractual and working conditions, please refer to the Conditions of Employment of Other Servants of the European Communities, which are available at the following link:

<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20140501>

The place of employment will be Stockholm, where the Centre has its activities.

Reserve list

A reserve list may be created and used for recruitment, should similar vacancies arise. It will be valid until 31 December of the same year as the application deadline and may be extended.

Application procedure

To apply for this vacancy, please create/ log in to your account via ECDC's e-recruitment system, complete all required sections of the application and submit it. **ECDC does not accept applications submitted by e-mail, mail or any other means.**

The closing date for the submission of applications is on **16 December 2022** at 11:59:59 (midday) Stockholm time. You are advised to submit your application well ahead of the deadline in case you face technical issues and/or if there is heavy traffic on the website. ECDC will not accept any applications after the deadline. Once you have submitted your application, you will receive an automatic e-mail message confirming receipt of your application. Please ensure that the email address you provide for your applicant account is correct and that you check your email regularly.

You can find an e-recruitment user guide and a guide on the ECDC recruitment and selection process on our website:

<https://ecdc.europa.eu/en/about-us/work-us/recruitment-process>

Due to the large volume of applications received, only candidates selected for interviews will be notified.

You can find the translation⁵ of this vacancy notice in all EU languages here:

<https://www.ecdc.europa.eu/en/about-ecdc/work-ecdc/recruitment/vacancies/vacancy-translations>

⁵ While this vacancy notice has been translated into all official EU languages from its English original the language of day-to-day operations in the Agency is generally English. ECDC therefore prefers to receive the application in English.