



EUROPEAN  
DATA PROTECTION  
SUPERVISOR

VACANCY  
NOTICE

The EDPS is looking for a

## Head of the EDPS Secretariat

Vacancy notice n°	01-2023-EDPS-FO
Type of post	Secretary-General
Grade	AD15-16
Publication under	Article 29(1) (a) (i), (iii) and (b) of the Staff Regulations
Place of employment	Brussels (Belgium)
Deadline for applications	28/04/2023 at 12:00 midday (Brussels time)

### WHO ARE WE?

#### The EDPS - a young and dynamic institution

The European Data Protection Supervisor (EDPS), a young EU institution established in 2004, in Brussels, Belgium, is the independent data protection authority of the EU institutions and the advisor of the EU legislator on data protection matters. We strive to be an impartial centre of excellence in order to embed a strong data protection culture in the EU institutions and the legislation emanating from them. We also closely follow technological developments and try to anticipate their impact on the privacy of individuals. 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 a strong culture of respect, 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 create a healthy organisational climate and 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.

### ABOUT THE POSITION

The Head of the EDPS Secretariat (ranked as a Secretary-General) is responsible for taking, in close coordination with the European Data Protection Supervisor, all administrative, financial and other related decisions necessary for the efficient functioning of the EDPS Secretariat as well as of the Secretariat of the European Data Protection Board (EDPB), which is administratively attached to the EDPS.

The main responsibilities of the position include:

- Assisting the Supervisor in deciding on EDPS policies in the context of the application of Regulation (EU) 2018/1725 of the European Parliament and of the Council, and other EU acts where the EDPS is competent, notably the General Data Protection Regulation 2016/679 and the Directive 2016/680;
- Supervising the implementation of the EDPS policies and ensuring their alignment with the EDPS strategy;
- Performing the functions of Appointing Authority for the staff of the EDPS and EDPB secretariats and Authorising Officer by Delegation and thus, assuming the related responsibilities;
- Ensuring the coordination of all EDPS units, with a view to guarantee their efficient and effective running in the context of the EDPS strategy, including a regular monitoring of their performance;
- Contributing to solid and cohesive relationships with EDPS stakeholders and partners, in particular in the context of Regulation 2018/1725, and facilitating an integrated approach to all internal and external communications;
- Fostering the cooperation with National Supervisory Authorities in the European Data Protection Board, coordinated supervision bodies and in other networks and international fora;
- Representing the EDPS in relations with the Heads of Administration of other EU institutions and bodies, as well as in other high-level inter-institutional fora.

## OUR ELIGIBILITY AND SELECTION CRITERIA

### Eligibility criteria

To be eligible for this position,

(1) Permanent officials of the EDPS must fulfil the following conditions by the deadline for applications:

- be in grade AD15 or AD16 and occupy a function corresponding to the post of Director-General; or
- be in grade AD15 and occupy a function corresponding to the post of Director or equivalent with a seniority of at least two years in the function; or
- be in grade AD14 and occupy a function corresponding to the post of Director or equivalent with a seniority of at least two years in the function and two years of seniority in the grade.

(2) Permanent officials of other EU institutions and bodies must fulfil the following conditions by the deadline for applications:

- be in grade AD15 or AD16 and occupy a function corresponding to the post of Director-General; or
- be in grade AD15 and occupy a function corresponding to the post of Director or equivalent with a seniority of at least two years in the function.

In addition, candidates must hold, or be in the position to obtain, a valid security clearance certificate.

### Selection criteria

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

#### Essential

- Proven record as senior manager in an EU institution or body;
- Excellent ability to communicate efficiently and effectively with external stakeholders as well as in inter-institutional and international high-level fora;
- Strong negotiating skills (including at high political sphere) and capacity to build trusted working relationships with peers in other EU Institutions and external partners;
- A track record of strong achievements as a leader paired with an ability to motivate and develop teams as well as to foster cross-team cooperation in an Institution staffed with highly competent professionals;
- Proven capacity for strategic thinking and creative solutions, taking account of organisational needs, resources and constraints, while ensuring consistency with the overall mission and objectives;

- Excellent analytical skills, including the ability to solve organisational and operational problems as well as demonstrated sound judgement and capability for decision-making;
- Proven record of effective planning and management of human and financial resources at senior management level;
- Excellent level of written and spoken English, which is the main working language of the EDPS Secretariat.

#### Advantageous

- Very good understanding of the role of the EDPS Secretariat and the EDPB Secretariat in the EU environment;
- Very good knowledge of data protection law and practice.

## HOW TO APPLY?

Interested in this position? Please send to [EDPS-selections@edps.europa.eu](mailto:EDPS-selections@edps.europa.eu) by 28 April 2023 at 12:00 midday (Brussels time):

- a detailed CV and a motivation letter;
- the completed application form;
- an official document attesting your status as an official (category, grade); the different posts held in the EU institutions and a copy of your last two staff evaluation reports.

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

## OUR SELECTION PROCEDURE

All eligible applications will be scrutinised by a pre-selection panel. This panel will invite applicants with the best profile for the specific requirements of the post to an interview, selected on the basis of their merits and the criteria set out above. Following the interviews, the pre-selection panel proposes a shortlist of candidates deemed suitable for appointment.

Before an appointment decision is taken, the Supervisor will interview the candidates that have been shortlisted by the pre-selection panel.

At the EDPS, we aim for all selection panels to have a gender-balanced composition.

## OTHER IMPORTANT INFORMATION

### Equal opportunities

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

As such, the EDPS welcomes 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](#).

Join us in shaping a safer digital future!