



MAKE A DIFFERENCE – JOIN THE EUROPEAN COMMISSION

Do you want to help shape the future of the European Union? Make the planet greener, promote a fairer society, or support businesses and innovation across the EU? Then come and work for the European Commission where you can really make a difference!

Commission staff are a diverse group of people, who are motivated to help make Europe – and the world – a better place. They come from the 27 Member States of the European Union. Different nationalities, languages and cultures make the Commission a vibrant and inclusive working place.

WE OFFER ATTRACTIVE WORKING CONDITIONS AND MUCH MORE:

- Interesting and challenging positions with plenty of opportunities for training and acquiring new skills and competencies over your whole career;
- Opportunities to try several areas of work throughout your career;
- Flexible working conditions and the possibility of teleworking – we care about your work-life balance;
- A competitive financial package, including comprehensive sickness, accident and pension schemes;
- Multilingual schools for your kids;
- We are also proud to be an equal opportunity employer and promote diversity and inclusion.

We recruit from a wide range of backgrounds:

We are not only recruiting political scientists and lawyers but also looking for all kinds of profiles, including natural scientists, linguists and economists, as well as drivers and engineers.

For more information ec.europa.eu/work-with-us.



STAFF RECRUITED ON CONTRACTS

In addition to permanent officials, the European Commission often recruits non-permanent staff. There are two categories of non-permanent staff:

- **temporary agents** are recruited to fill vacant positions for a set amount of time or to perform highly specialised tasks.
- **contract agents** may provide additional capacity in specialised fields where an insufficient number of officials is available or carry out a number of administrative or manual tasks. They are generally recruited for fixed-term contracts (maximum 6 years in any EU Institution), but in some cases they can be offered contracts for an indefinite duration (in offices, agencies, delegations or representations).

For more information on different [staff categories](#).



Legal and Policy Assistant

in the European Commission's Data Protection Office

Job title: Legal and Policy Assistant

Domain: Personal Data Protection

Where: SG.DPO – Data Protection Office, Brussels

Function Group: FG III

Contract Type: 3b

Express your interest until: 14.03.2024 - 12.00 (Brussels time)

WE ARE

The Data Protection Officer (DPO) of the European Commission contributes to and monitors the proper application by the European Commission departments and services of Regulation EU 2018/1725 on the protection of individuals as regards the processing of personal data by the Union institutions. The DPO ensures that the rights and freedoms of data subjects are properly upheld within the European Commission. The DPO is operationally independent whilst being administratively attached to the Secretariat-General.

WE PROPOSE

We have an interesting opportunity for a legal and policy assistant (contractual agent function group III) reporting to the DPO. We are a small but very integrated and cohesive team, in which every individual is encouraged to bring their expertise and knowledge to the table. The selected candidate will work on a wide range of files and will have the opportunity to develop a good understanding of the various processing operations across the European Commission. The position offers the opportunity to work in an interesting and dynamic environment which leaves room for initiative and personal development.

The selected candidate will assist the DPO in tasks pursuant to the Regulation 2018/1725 including in particular:

- Contributing to the implementation and monitoring of the application of data protection rules by DGs and services within the Commission and providing guidance in this respect;
- Recommending practical improvements of data protection for existing or planned personal data processing in the Commission;
- Contributing to the work of the network of Data Protection Coordinators in the DGs and services of the Commission;
- Undertaking investigations of matters and occurrences directly relating to the tasks of



- the Data Protection Officer;
- Supporting delegated and operational controllers and processors in the interpretation and application of data protection rules, including by providing input on draft records, privacy statements and data protection impact assessments, as well as on personal data breach reports and notifications;
 - Providing operational and administrative support to the DPO and team when needed;
 - Assisting the DPO and team in the context of training and awareness-raising activities;
 - Preparing notes, minutes, correspondence, presentations, guidance and other texts.

WE LOOK FOR

We are looking for a dynamic, motivated and rigorous colleague who demonstrates:

- Strong knowledge in data protection and compliance framework, particularly the EUDPR (or the GDPR);
- At least three years' professional experience in law (proven experience in data protection compliance would be an asset);
- Strong analytical skills and the ability to conceptualise problems, identify and implement solutions;
- Capacity to fit into a team but also to work autonomously;
- Ability to work under pressure when required;
- Willingness to learn and share knowledge with others;
- Excellent interpersonal, IT, and communication skills;
- Minimum level C1 understanding, speaking and writing in English, and B1 in French.

HOW TO EXPRESS YOUR INTEREST?

With a view to guaranteeing equal access to all, the Commission recruits from an open database of spontaneous applications. The present call for interests aims at helping the recruiters to identify potentially interested candidates within this database.

In practice, to express your interest, please follow the subsequent two steps:

1. If you are not registered yet in the open EPSO database, please do so at the following address: [CAST Permanent](#). Please select under selection procedures for contract agent the CAST permanent profile that best suits your education and experience.
2. You should send your documents in a single pdf in the following order:
 1. your CV
 2. motivation letter
 3. duly filled in application form.Please send these documents by the publication deadline to data-protection-officer@ec.europa.eu indicating the call for interest reference EC-2024-SG-415747 in the subject.

No applications will be accepted after the published deadline.

Reference: Call for interest EC-2024-SG-415747



ANNEX

1. Selection

➤ Am I eligible to apply?

You must meet the following eligibility criteria when you validate your application:

Our rules provide that you can only be recruited as a contract agent at the European Commission if you:

General criteria:

- Are a citizen of a Member State of the EU and enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by applicable laws concerning military service;
- Are physically fit to perform the duties linked to the position;
- Produce the appropriate character references as to suitability for the performance of the duties.
- Have passed an EPSO CAST in the relevant Function Group for this position. At the stage of the application, it is sufficient to be registered in the [EPSO CAST](#) data base.

Qualifications:

- (a) Have a level of post-secondary education attested by a diploma OR
- (b) a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years.

Only qualifications issued or recognised as equivalent by EU Member State authorities (e.g. by the Ministry of Education) will be accepted.

Languages:

- have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU¹
- AND have a satisfactory knowledge (minimum level B2)² of a second official language of the EU, to the extent necessary for the performance of the duties.

¹ The official languages of the European Union are: BG (Bulgarian), CS (Czech), DA (Danish), DE (German), EL (Greek), EN (English), ES (Spanish), ET (Estonian), FI (Finnish), FR (French), GA (Irish), HR (Croatian), HU (Hungarian), IT (Italian), LT (Lithuanian), LV (Latvian), MT (Maltese), NL (Dutch), PL (Polish), PT (Portuguese), RO (Romanian), SK (Slovak), SL (Slovenian), SV (Swedish).

² For details on language levels, please see the Common European Framework of Reference for Languages (<https://europa.eu/europass/cedefop.europa.eu/en/resources/european-language-levels-cefr>).



➤ **What about the selection steps?**

The selecting unit chooses from the EPSO database³ candidates with the appropriate profile and invites them to an interview. For the interview a selection panel is set-up to assess the best candidates. Due to the large volume of applications that we may receive only candidates selected for the interview will be notified.

For operational reasons and in order to complete the selection procedure as quickly as possible in the interest of the candidates and of the institution, the selection procedure will be carried out in English and possibly in a second official language.

2. Recruitment

The candidate selected for recruitment will be requested to provide documentary evidence in support of the statements made in the database and, where relevant, the call for interest.

The successful candidate will be required to undergo a mandatory pre-recruitment medical check-up carried out by the Commission.

➤ **Type of contract and working conditions**

The place of employment will be in **Brussels**.

The successful candidate will be engaged as a **contract agent under Article 3(b) of the [Conditions of Employment of Other Servants](#), in function group FG III**. General information on Contract Agents can be found at this link.

The grade or proposed grade range, as well as the step in that grade, will be defined on the basis of the candidates' previous professional experience, in accordance with [Commission Decision C\(2017\)6760](#) laying down the criteria applicable to classification in step on engagement.

The duration of the first **contract will be of 1 year**. Subject to the interest of the service, the contract can be extended to a maximum duration of 6 years.

The duration of the extension will be defined according to the General Implementation Rules in force at that moment, in accordance with [Commission Decision C\(2017\)6760](#) on policies for the engagement and use of contract agents.

³ Therefore, candidates who did not pass already a CAST on the level Function Group [III], should register their profile at this [address](#).



All new staff have to successfully complete a 9-month probationary period.

The pay of staff members consists of a basic salary supplemented with specific allowances, including, where applicable, expatriation and family allowances. The provisions guiding the calculation of these allowances can be consulted in the Conditions of Employment of Other Servants. As a member of staff of the European institutions, your pay is subject to a tax raised by those institutions.

The European Commission applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations.

Should you need further information on working conditions, please refer to [Working conditions and benefits of EU Careers](#).

For information related to **how we treat your personal data**, please see the Specific [Privacy Statement](#) under “7. Information to data subjects on their rights”, which summarises the processing of your data and provides information about your rights and how to exercise them.