The Director

Notice for the attention of the staff of the Translation Centre

POST ADVERTISED PURSUANT TO ARTICLES 4 AND 29(1)(A)(I) OF THE STAFF REGULATIONS

AND

INTERNAL NOTICE N° 01/2017 OF THE TRANSLATION CENTRE ESTABLISHING THE POLICY AND PROCEDURE FOR INTERNAL MOBILITY OF TEMPORARY STAFF

VACANCY NOTICE NO CdT/04/2025

DATA PROTECTION OFFICER

The Translation Centre is seeking to appoint a **Data Protection Officer**, with the mission to assist the Director, Heads of Department and Heads of section in all issues relating to the protection of personal data.

We are looking for a colleague who is interested in the fascinating area of Data Protection and privacy-related matters.

Having work experience and/or a degree in the Legal area is a strong advantage, as well as experience or knowledge in the domain of data protection, privacy and/or in a related field (cybersecurity, AI, IT, online platforms or paralegal work).

It is important to note that this is not a full-time position but a role you will take in addition to your day-to-day work, estimated at 15-20% FTE.

The duties for this post are as per the job description in Annex 1 below.

ELIGIBILITY CRITERIA

To be eligible to take part in this internal publication, the applicant must, on the closing date for online applications and on the day of the filling of the post, meet the following requirements:

- be an official or a temporary staff member under Article 2(f) of the CEOS in active service in the Translation Centre
- be either in the grade bracket (AD5-AD12) or in the grade bracket (AST5-AST9);
- fill the requirements of the publication listed in the selection criteria below.

SELECTION CRITERIA:

- very good knowledge of English (level C1 and above) and very good knowledge of French (level B2 or above);
- the knowledge of other EU languages is considered as an advantage.
- knowledge of data protection principles and concepts of the EU data protection legal framework
- capacity to acquire and apply new knowledge and to integrate and utilise the information learned;
- ability to work independently and according to priorities

Non-technical skills:

- Collaboration: cultivating the ability to focus, align and build effective groups. Willingness to share or partner with others and acknowledge the whole being greater than the sum of the parts;

- Respect: treating colleagues, staff, and partners with respect and sensitivity. The applicant values diversity and draws upon the different strengths, cultures, ideas, experiences and talents of people. They provide equal and fair opportunities for employment, career development and learning, and give a voice to every team member. They ensure a positive and energising work environment;

- Integrity: They are driven by their commitment and not by personal gain or alliances with vested interests. They protect and promote the reputation of the CdT. They are honest and act with integrity. They do not tolerate unethical behaviour; and challenge it as a matter of personal responsibility, regardless of your position in the organisation. They maintain high ethical standards and do not abuse power of authority;

- Self-development: They take initiative in learning and implementing new concepts, technologies and/or methods. They commit to continually improve their and their team's skills set by gathering new knowledge, skills and attitudes and by encouraging their team to develop on a continuous basis;

- Change and innovation: They have the ability to instigate needed change and to show a positive and open attitude towards change. They understand how technology is currently used to reach the organisation's objectives and explore new tools to improve the performance of the team;

- Client orientation: The candidate endeavours to work effectively with peers, partners, and others who are not in their line of command, positively impacting business performance. They serve both internal and external clients and build sustainable relationships.

SELECTION:

The current Data Protection Officer shall examine all applications fairly. Applicants will be judged 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.

All candidates regarded by the Data Protection Officer as likely to be selected will be invited to participate in an in-person interview. This interview will assess applicants' ability to carry out the duties described above. The interview will also be an opportunity to focus particularly on applicants' specialist knowledge and their skills in the fields mentioned in points "Professional experience and technical skills", "non-technical skills" and in the job description in Annex 1 below.

Interview duration: about 30 minutes.

The interview will be marked out of 20 (pass mark: 12).

The Data Protection Officer shall draw up a report on the results of the procedure including, where appropriate, any observations and the choice of the candidate. A final decision is with the Authority Empowered for the Conclude Contracts of Employment, who may decide to organise an additional round of interviews with candidates before taking the final decision.

APPLICATION PROCEDURE:

Applicants must complete their online application in Systal (https://aa251.referrals.selectminds.com/?lset=en_US&sso_oif=true)[1], within **10 working days** following the date of publication of the vacancy notice.
Specific privacy notice

[1] Please note that although the information and questions in Systal are written in English, you may apply in English or in French.

ANNEX 1

Job description:

The Data protection Officer (DPO) assists the controller or the processor in all issues relating to the protection of personal data. In particular, the DPO must:

- inform and advise the controller or processor, as well as their employees, of their obligations under data protection law;
- monitor compliance of the organisation with all legislation in relation to data protection, including in audits, awareness-raising activities as well as training of staff involved in processing operations;
- provide advice where a DPIA has been carried out and monitor its performance;
- act as a contact point for requests from individuals regarding the processing of their personal data and the exercise of their rights;
- cooperate with DPAs and act as a contact point for DPAs on issues relating to processing.

The organisation must involve the DPO in a timely manner in all its projects involving processing of personal data.

In order to preserve its independence which is pivotal for its role as advisor on the questions of privacy and data protection, the DPO must not receive any instructions from the data controller or data processor for the exercise of their tasks. The DPO reports directly to the Director concerning the tasks carried out as DPO.