



**2021-IPR-A4-FGIII-018829**

**FG III - Administrative Assistant**

**POSITION FOR:**

Member of the contract staff FGIII – art. 3b of the Conditions of Employment of Other Servants  
<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20110101:EN:PDF>)

**WE ARE:**

As the science and knowledge service of the Commission, the mission of DG Joint Research Centre (JRC) is to support EU policies with independent evidence throughout the whole policy cycle.

The JRC is located in 5 Member States (Belgium, Germany, Italy, the Netherlands and Spain). Further information is available at: <https://ec.europa.eu/jrc/>

The current vacancy is in the Legal Affairs Unit of the JRC Directorate for Strategy, Work Programme and Resources.

The Legal Affairs Unit (Brussels/Ispra) is the focal point of Directorate-General Joint Research Centre for advice and coordination and support on legal matters including protection of personal data, access to documents requests, Ombudsman's inquiries and other complaints, in support of the activities of the JRC. Further information:

<https://webgate.ec.europa.eu/connected/community/jrc/directorate-a/a4/>

**WE PROPOSE:**

A position as Administrative Assistant to provide support to JRC compliance processes, with special emphasis on Data Protection and Access to documents.

Main tasks will include:

- Ensuring that the JRC framework (procedures, notifications) on data protection legislation applicable to the Institutions is effective and up to date.
- Supervising the implementation of Data Protection rules by JRC services.
- Implementing and maintaining the JRC Inventory of processing operations.
- Developing guidance and awareness raising instruments specially targeted at controllers and processors and providing training.
- Closing EDPS inspections follow-ups.
- Ensuring back-up and continuity of service with regard to DPC responsibilities.
- Administrative coordination of access to documents requests addressed to JRC, including monitoring of any procedural steps.
- Monitoring of the procedural steps, the respect of the procedures and of the deadlines.
- Ensuring back-up and continuity of service with regard to access to document requests.
- Keep the JRC internal procedure for the handling of Ombudsman cases up -to -date.
- Produce statistics briefings on Ombudsman cases.
- Organise inventory of lessons learned from the Ombudsman cases and of improvement measures.

**WE LOOK FOR:**

Applicants should preferably have a minimum of one year of working experience as compliance staff and in the domain of data protection. A very good command of English (C1) is required, while knowledge of Italian and French would be an advantage.

The ideal candidate should have good oral and written communication skills and will be capable to analyse and structure information and to communicate in meetings, also technical or specialized information. Good client orientation, ability to work in a team and confidentiality skills are also requested.

**INDICATIVE CONTRACT'S DURATION:**

36 months initial contract with possible renewals up to maximum 6 years.

**PLACE OF WORK:**

Ispra (IT)

**ELIGIBILITY CRITERIA:**

Candidates for this contract agent post shall:

– (i) have passed a valid EPSO CAST selection procedure;

or

– (ii) be registered in the EPSO Permanent CAST [https://epso.europa.eu/documents/2240\\_en](https://epso.europa.eu/documents/2240_en)

With a valid application number to one of the above, you may then apply for this specific vacancy at JRC through: <http://recruitment.jrc.ec.europa.eu/?type=AX>.

**RECRUITMENT POLICY:**

The Joint Research Centre

- Cultivates a workplace based on respect for other people and the environment.
- Embraces non-discriminatory practices and equality of opportunity. In case of equal merit, preference will be given to the gender in minority.