

VACANCY NOTICE V/AD/SG/1/2021

The **European University Institute (EUI)**, based in **Florence, Italy** is organising a selection procedure based on qualifications and tests to draw up a reserve list for the post of

Legal Officer

in the Office of the Legal Advisor and Data Protection Officer (LA/DPO)
(Contract agent post, type 3a, FGIV¹)

Who We Are

The **European University Institute (EUI)** at a glance:

- **an international organisation** set up in 1972;
- a research university focusing exclusively on **post-graduate, doctoral and post-doctoral studies**, and **advanced research**;
- located in the hills overlooking the city of Florence, Italy.

The Institute also hosts the Historical Archives of the European Union.

More on our Institution: <https://www.eui.eu/About>



Our Unit

The **Office of the Legal Advisor and Data Protection Officer (LA/DPO)** is part of the EUI's central administration. It advises the EUI's management on all legal and data protection matters. The Office is also in charge of improving the overall quality and consistency of the EUI activities from a legal point of view. It represents and defends the legal interests of the EUI during meetings, in judicial or extrajudicial proceedings.

Given the wide range of activities carried out by the EUI and their diverse character, the Legal Advisor deals with a high number of issues in a large variety of fields, such as contract law, procurement, personnel matters, agreements with international organizations, revision of research projects, etc.

The growing importance of data protection aspects in the day-to-day work of an academic institution of high international renown raises a multitude of questions which have to be tackled by the Office. The LA/DPO advises also the EUI's Ethics Committee on issues related to data protection.



¹ Cf. Annex II

Your Key Responsibilities

The EUI is looking for an experienced professional to assist the LA/DPO in the provision of legal analysis, advice and support on all legal and data protection matters, ensuring a sound legal environment for the EUI's overall functioning.

The *Legal Officer* will join a team of three, consisting of the LA/DPO, a half-time staff member and a trainee. He/she will report directly to the LA/DPO, acting on his behalf as and when appropriate.

Level of Expertise:

- Acting as subject matter expert in the legal field: has knowledge of data protection in the EU, as well as public international law, EU law, civil service law, public procurement law, administrative law;
- Keeping abreast of developments in relevant sectors of law and data protection, including jurisprudence of the ECJ and practice of the European Data Protection Supervisor.

Policy/Strategy Making:

- Contributing by drafting documents, analyses and briefings for the strategy, vision, mission and objectives of the Office;
- Reviewing and updating internal regulations and policies in different fields such as personnel and organizational matters, public procurement regulation;
- Assisting in drafting the periodic reports of the DPO.

Representation/communication:

- Representing the Office of the LA/DPO internally and externally; conducting negotiations with external stakeholders;
- Representing the DPO in the Ethics Committee and external bodies dealing with data protection.

Level of autonomy and accountability:

- High level of autonomy; reporting to the LA/DPO;
- Acting as permanent representative of the LA/DPO;
- Accountable for the work of the trainee, the half-time staff member and possible external collaborators.

Managing People/ Role in HR processes:

- Supervising the small team of the Office and assigning tasks in accordance with the work programme;
- Delivering trainings for staff in the area of data protection.

Finance and procurement responsibility:

- Verifying payments/commitments;
- Providing opinions on calls for tenders and other procurement or financial activities.

Role in administrative processes:

- Managing and ensuring the daily coordination of the office, ensuring the timely provision of legal advice and support in accordance with the work programme;
- Monitoring compliance with the EUI's data protection policy and managing investigations in the field of data protection.

Your Key Competencies

All staff at the EUI share the following competencies:

- Ethics and integrity
- Working in a multicultural environment
- Accountability
- Delivering quality and results



Competencies specific to the role include the following:

- Confidentiality
- Stakeholder orientation
- Communication
- Legal analysis
- Knowledge of processes and procedures

What We Offer

- A role in an inspiring community of young scholars with an exclusive focus on master, doctoral and post-doctoral studies;
- A truly multicultural community of 1100 academics at all career stages and support staff of approximately 85 different nationalities;
- Commitment to a genuine culture of equality, diversity and inclusion, and the commitment to attracting, encouraging and retaining a diverse and highly qualified workforce;
- A world-class research library, the Historical Archives of the European Union, and many other excellent research facilities;
- Languages courses and soft skills trainings;
- Access to all EUI facilities: library, crèche, cafeteria, gym, participation in seminars and workshops;
- Competitive salary package including health and pension plan;
- A healthy work-life balance in a family-friendly environment.



How To Apply

Applications must be submitted electronically using the **V/AD/SG/1/2021** [online application form](https://www.eui.eu/About/JobOpportunities/Open-competitions-for-administrative-posts) available at <https://www.eui.eu/About/JobOpportunities/Open-competitions-for-administrative-posts>

CLOSING DATE FOR APPLICATIONS: Tuesday 11th May 2021 at 24:00 CEST

Before completing the online application form you are invited to read [ANNEXES I & II](#) that represent an integral part of this vacancy notice.

ELIGIBILITY CRITERIA

On the closing date for online applications, you must fulfil all the following general and specific conditions:

1. General conditions

- Being a national of a Member State of the European Union;
- Enjoying full rights as a citizen attested by a recent extract from judicial records and/or certificate of good conduct proving no previous conviction for a criminal or administrative offence that could call into question his/her suitability for performing the duties of the post;
- Having fulfilled any obligations imposed by the laws on military service;
- Being physically fit to perform the duties.

2. Specific conditions

2.1 Education (Qualifications)

A level of education which corresponds to completed university studies of at least three years attested by a diploma.

2.2. Professional experience²

By the deadline for applications, and in addition to the qualifications required above, candidates must have at least **five years** of relevant professional experience gained after obtaining the diploma required under 2.1.

2.3 Knowledge of Languages³

- Main language: have a thorough knowledge of one official language of the European Union; and
- Second language: a satisfactory knowledge of another official language of the European Union to the extent necessary for the performance of the duties.

² Professional experience will be counted from the date on which the applicant acquired the minimum qualification for access to this post. Only duly documented professional activity (i.e. remunerated employment or self-employment) is taken into account. Part-time work will be taken into account in proportion to the percentage of full-time hours worked. Periods of education or training and unremunerated traineeships are not taken into account. Completed PhDs can be counted as professional experience up to a maximum of 3 years. Any given time period can be counted only once.

³ Recruited candidates shall be required to demonstrate before their first promotion the ability to work in a third EU language.

SELECTION CRITERIA

Essential

- University degree in Law;
- Professional experience of at least 5 years in legal affairs;
- Knowledge of international law and EU law;
- Work experience in the field of data protection; knowledge of data protection in international organisations and the EU;
- Excellent knowledge of English, both spoken and written (CEFR level: C1 or above).

Advantageous

- Work experience in the legal service of an EU institution or of an international organization, or in providing legal services to such entities;
- Ability to work as part of a multinational and multidisciplinary team in an international environment;
- Work experience in a university or research environment;
- Knowledge of additional languages of the European Union.