



The European School Brussels IV is recruiting a :

## Data Protection Officer - part-time job (h/f) Fixed-term contract

*The European Schools are an intergovernmental organisation providing multilingual, multicultural and multinational education*

### FUNCTION :

Overseeing and responsibility for data protection of the European School Brussels IV

### JOB DESCRIPTION

- Ensure and verify application of the requirements of Regulation (EU) 2016/679 - General Data Protection Regulation (GDPR)
- Participate in the definition and implementation of the personal data security policy, ensure the application of this policy and its verification
- Set up and execute risk analyses for the security of personal data and strengthen security checks related to use
- Continuous review of all data processing operations by maintaining the School's Register of Personal Data Processing Activities, in coordination with the DPO of the General Secretary of the European Schools
- Validate any procedural and documentation changes in compliance with the personal data protection policy;
- Train teaching staff and AAS regarding data protection
- Develop a school data protection policy and a code of conduct
- Liaise with the APEEE and other external partners to ensure compliance with the GDPR
- Liaise with the IT department to ensure maximum security of IT systems
- Liaise with the DPO of the General Secretariat to ensure a data protection policy in the European Schools

### PROFILE

- University degree in law or similar (minimum of 3 years study), preferably in accordance with data protection
- Good experience in a similar function or good knowledge of the GDPR regulation
- Sense of initiative and responsibility



- Good negotiation skills and capable of being persuasive
- Good ability to conceptualise
- Good social contact, good writing skills and assertiveness
- Excellent knowledge of French and English, knowledge of another European language is an asset
- Being customer-, solution- and result-oriented
- Team spirited, organised and methodical

#### REQUESTED SKILLS

- Very good knowledge of ICT systems and technologies
- Willingness to support functional departments in optimising processes and managing change necessary for this optimisation

#### OFFER

- A fixed-term contract for one year with possibility of renewal. The contract is subject to Belgian legislation in its social and fiscal provisions
- A dynamic job in an international environment
- A gross monthly salary of 2.066,94€
- A diverse job with many contacts
- 18h45 working hours per week (part-time)

#### INTERESTED ?

Your application must be sent in PDF version by email only to the following address :  
[lae-recruitment@eursc.eu](mailto:lae-recruitment@eursc.eu)

Your application must contain 3 attachments :

- A cover letter
- A Curriculum Vitae
- A copy of diploma/qualification

Your application should mention the following reference : PR80 – NAME Surname

Applications that do not respect the procedure will not be considered

Deadline for sending applications: 27/04/2018

No answer will be given to candidates before the end of the procedure

Only successful candidates will be invited to interview in front of a Selection Committee.

Successful candidates will be required to provide a « Certificat de bonne vie et mœurs » (Model 2) prior to entry into service.

Please note that all data will be stored electronically, while respecting privacy laws. Candidates who are opposed are kindly asked to inform us.