

## COMMUNITY PLANT VARIETY OFFICE

The Community Plant Variety Office (CPVO) in Angers invites applications for the function of Data Protection assistant. It is a full time temporary agent post with a duration of 9 months. No extension of this duration is foreseen. The grade is AST 2.

### **Data Protection assistant (m/f) (AST2)**

*(Ref: DPO-1/2009)* Temporary post.

#### ***The Agency:***

Detailed information about the CPVO can be found at <http://www.cpvo.europa.eu/>. The CPVO is entirely self-financing and has an annual budget of 14M€ and an establishment plan of 46 posts.

#### ***The Job Framework:***

**The CPVO is under an obligation to treat personal data in accordance with Regulation 45/2001. The CPVO has appointed a Data Protection Officer which has the following main tasks:**

- Ensuring that controllers and data subjects are informed of their rights and obligations
- Responding to requests from the European Data Protection Supervisor and cooperating with him
- Ensuring in an independent manner the internal application of Regulation 45/2001
- Keeping a register of the processing operations carried out by the controllers
- Notifying the European Data Protection Supervisor of the processing operations likely to present specific risks

The successful candidate will be assisting the **Data Protection Officer** of the CPVO in these tasks.

#### ***The Requirements:***

- Candidates have to be at ease in an environment where English and French are the main working languages.
- They must have good writing and presentational skills at least in English.

#### ***Formal requirements***

To be considered eligible, applicants must satisfy the following requirements on the closing date for the submission of applications:

- Have at least **1 year** of relevant professional experience.
- Be a national of an EU Member State;
- Enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by law concerning military service;
- Have a level of education which corresponds to post-secondary education, attested by a diploma, or a level of secondary education attested by a diploma giving access to post-secondary education with a total appropriate professional experience of at least three years;
- Have a thorough knowledge of one of the languages of the Communities and satisfactory knowledge of another official language of the Community.
- Experience in the area of personal data protection is an advantage.

#### ***Appointment:***

The successful candidate will be appointed from a reserve list for temporary agents.

***Contractual Conditions:***

The successful candidate will be offered a contract of 9 months.

***Start date: As soon as possible***

**Place:** Angers (France)

**Deadline:** 20 February 2009

On the basis of the information contained in the CV's received, the Office will draw up a short list of candidates, in order to limit the numbers of candidates invited for interview.

A reserve list will equally be drawn up with candidatures that might be of interest for similar posts in the future.

The applications (letter of motivation, CV & application form) should be addressed by e-mail only to, [Vacances@cpvo.europa.eu](mailto:Vacances@cpvo.europa.eu). **Incomplete applications will automatically be excluded from the selection procedure.**

The application form can be found on the web site of the Office ([www.cpvo.europa.eu](http://www.cpvo.europa.eu)) or received upon request from the Human Resources Service of the CPVO.

