



CPVO

Community Plant Variety Office

COMMUNITY PLANT VARIETY OFFICE

The Community Plant Variety Office (CPVO) in Angers invites applications for a traineeship of 6 months.

Data Protection Officer (m/f)

(Ref: DPO1/2016) Traineeship

The Agency:

Detailed information about the CPVO can be found at <http://www.cpvo.europa.eu/>. The CPVO is entirely self-financed and has an annual budget of 15M€ and an establishment plan of 46 posts.

The Traineeship Framework:

The Data Protection Officer of the CPVO ensures that the Regulation (EC) N° 45/2001 is correctly implemented in the CPVO and that rules and procedures are respected. He is responsible for sending data protection notifications to the European Data Protection Supervisor. The trainee will assist the Data Protection Officer in the following tasks:

- Drafting notifications on data processing
- Drafting privacy statements
- Managing data processing register and updating the related inventory
- Communicating with data subjects and data controllers

The Requirements:

- Candidates must have a degree in law;
- Candidates have to be at ease in a multicultural environment where the main working languages are English and French;
- Candidates must have excellent IT skills necessary to perform successfully;
- They must have very good communication skills in English, both written and oral;
- They must be able to work autonomously and pay attention to details.

Formal requirements

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

- Be a national of an EU Member State;
- Enjoy full rights as a citizen;
- Have a university degree of at least 3 years of study (minimum a bachelor) linked to law;
- Have a thorough knowledge of one of the languages of the Communities and satisfactory knowledge of another official language of the Community.

Candidates who fulfill the above requirements will be contacted for a telephone interview.

Contractual Conditions:

The successful candidate will be offered a traineeship of 6 months.

Start date: 1 March 2016

Place: Angers (France)

Deadline: ~~30 September 2015~~ extended to 13 November 2015

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

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Disclaimer:

Due to the high number of applications expected, applicants who are not shortlisted will not be contacted. Therefore, if you have not been contacted by mid-June for a traineeship due to begin in September or by mid-November for a traineeship to begin in March, you have not been shortlisted and may re-apply for a traineeship at a future date.

