

**Publication of Vacancy Notice****Research Officer - Information Society, Privacy and Data Protection****Ref.: CA-SURV-FGIV-2014****JOB PROFILE****1. Job Framework**

<b>Job Title:</b>	<b>Research Officer – Information Society, Privacy and Data Protection</b>
<b>Job Location:</b>	<b>Vienna, European Union Agency for Fundamental Rights (FRA), Freedoms and Justice Department</b>
<b>Area of activity:</b>	<b>Information Society, Privacy and Data Protection</b>
<b>Function Group:</b>	<b>FG IV</b>
<b>Status:</b>	<b>Contract Agent</b>

**2. Job Content****Overall purpose:**

The mission of the Freedoms and Justice Department is to provide research and technical expertise in the following fields: information society and, in particular, respect for private life and protection of personal data; access to efficient and independent justice; asylum, immigration and integration of migrants, as well as visa and border control. In addition, the department hosts the Agency's statistics and surveys sector, which is responsible for oversight of all survey work and statistical analysis undertaken by the Agency.

In order to report on the situation in the European Union regarding fundamental rights, the Agency undertakes both legal and social research through its two research departments – Freedoms and Justice, and Equality and Citizens Rights. Both departments undertake primary research consisting of data collection and information gathering, as well as analyses of secondary sources. The research outputs from the Agency provide an insight into the situation of fundamental rights in the EU's Member States, and offer conclusions and opinions in consideration of the findings.

The Freedoms and Justice Department is composed of four core sectors:

- Access to Justice
- Asylum, Migration and Borders
- Information Society, Privacy and Data Protection
- Statistics and Surveys

**• Functions and Duties:**

The job holder will work in the Department Freedoms and Justice under the supervision of the Head of Department and the Head of Sector for 'Information Society, Privacy and Data Protection'. He/she will also work closely with other Sectors in the Freedoms and Justice Department through the provision of research support for projects and other research related activities.

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The job holder will carry out and support research and analysis in relation to the work of the Information society, privacy and data protection Sector. The job holder will also assist in administering research, coordinating contractors and following-up research projects.

More specifically, the responsibilities of the successful candidate will be to:

- Undertake research and analysis activities related to privacy and data protection in the field of Information and Communication Technology (ICT) and Information Society services;
- Contribute to research (social, legal and technical) in areas of work covered by the Information Society, Privacy and Data Protection Sector and other Sectors within the Freedoms and Justice Department, as required; this will necessitate desk research, technology related case law analysis, and understanding of relevant legislative and policy developments at the EU and Member State level – within the overall framework of fundamental rights and international human rights law, and in particular in the area of information society, privacy and data protection;
- Contribute to the drafting of academically robust and policy relevant socio-legal reports and other text, which will be based on the Agency's own research and other policy and desk research at the EU and Member State level;
- Support the planning, development, implementation and monitoring of research projects at all stages; this will necessitate detailed critique and feedback concerning research undertaken for the Agency;
- Contribute to the drafting of technical specifications for contracting external research and assist in ensuring the timely execution of procurement and financial procedures in close cooperation with the Administration Department;
- Represent the Agency at research-related and institutional meetings, give presentations, and also organise expert meetings for the Information Society, Privacy and Data Protection Sector and other Sectors in the Freedoms and Justice Department, as required;
- Any other tasks assigned by the Head of Department.

## **JOB REQUIREMENTS**

### **3. Qualifications and experience required**

#### **A. Eligibility criteria**

Candidates will be considered for the selection phase on the basis of the following criteria to be fulfilled by the deadline for applications:

- (a) Completed university studies of at least three years attested by a diploma in computer sciences or information technology<sup>1</sup>

**AND**

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<sup>1</sup> Only diplomas and certificates that have been awarded in EU Member States or that are the subject of equivalence certificates issued by authorities in the said Member States shall be taken into consideration.

appropriate professional work experience of at least one year in line with the function and duties set out in the this job profile

- (b) Thorough knowledge of one of the languages of the European Union and a satisfactory knowledge of another language of the European Union to the extent necessary for the performance of their duties;

Furthermore, in order to be eligible candidates must:

- Be a citizen of one of the Member States of the European Union;
- Be entitled to his/her full rights as a citizen<sup>2</sup>;
- Have fulfilled any obligations imposed on them by the laws on military service;
- Be physically fit to perform the duties linked to the post<sup>3</sup>;

## **B. Selection criteria**

Candidates selected on the basis of the above eligibility criteria will then be evaluated according to the following selection criteria, which must be clearly specified in the applicant's Europass CV.

### **Essential**

- Minimum professional experience of 2 years in the specific areas outlined under "2. Job Content – Functions and Duties";
- Professional experience of having undertaken fundamental/human rights-related research in relation to technology law;
- Professional experience of ICT operation management and ICT security concepts and their relevance to privacy;
- Excellent written English to the standard required for drafting reports in a clear and fluent manner – which should be clearly indicated in the candidate's CV.

### **Advantageous**

The following characteristics will be considered as additional assets:

- Proven professional experience in multi-disciplinary research teams;
- Experience of having drafted research material proven by a list of publications in the CV;
- Proven experience in cryptography skills.

## **SUBMISSION OF APPLICATIONS**

Candidates are requested to submit their application electronically through the Agency's website: [www.fra.europa.eu](http://www.fra.europa.eu).

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<sup>2</sup> Prior to appointment, successful applicants will be required to produce an official document showing that they do not have any criminal record.

<sup>3</sup> Before being engaged, a member of the contract staff shall be medically examined in order that the Agency may be satisfied that he/she fulfils the requirements of Article 83 of the Conditions of Employment of Other Servants of the European Communities.



**Only** online applications will be accepted.

An application will be deemed admissible only if it includes:

- a **CV in Europass format** (other formats will not be considered);
- a **transcript of the university exams** in order to confirm the area of the studies as required in 3.A.a;
- a **motivation letter** (preferably no more than one page);
- a fully filled in **eligibility and selection criteria grid**.

Information concerning the status of the selection procedure can be found at the following address: <http://fra.europa.eu/en/about-fra/recruitment/vacancies>

### **EQUAL OPPORTUNITIES**

The FRA urges anyone meeting the eligibility criteria and interested in the position to apply. **The FRA is an equal opportunities employer and ensures that its recruitment procedures do not discriminate on the basis of gender, colour, racial, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation, or any other status.**

In case of a disability or if candidates find themselves in a particular situation which could cause difficulties during the interviews and tests, they should tick the appropriate box in the on-line application form and indicate which arrangements they consider necessary to enable them to take part in the interviews and tests.

### **SELECTION PROCEDURE**

A Selection Committee is nominated by the Appointing Authority of the FRA.

Eligibility of candidates will be assessed according to compliance with all formal requirements by the closing date for the submission of applications (please see 3.A. Eligibility criteria).

Only the applications of eligible candidates will be evaluated in accordance with the selection criteria as specified in the publication notice (see point 3.B). The selection Committee will select the candidates that obtain at least 60% of the total points available to rank their compliance with the selection requirements. **The Agency will invite for an interview the top 8 candidates among those who have obtained at least 60%.** The interview will mainly be held in English and the candidates will undergo a written test in English. The interview will take place in Vienna (Austria), where the Agency has its seat and where the place of employment is.

Candidates invited to an interview will be requested to submit, on the day of the interview, a non-certified copy of their diploma(s) and evidence of their professional experience, clearly indicating the length and nature of their experience and whether full time or part time work. If, for reasons of confidentiality a candidate is unable to provide the necessary statement for their current employment, he/she must provide photocopies of the contract, the letter of recruitment and/or the first pay slip. **The candidate must in any event provide a copy of the latest pay slip.** However, prior to contract signature, the successful candidate/s will be requested to provide FRA with original or certified copies of all relevant documents proving the eligibility requirements.

Successful candidates will be included on a reserve list drawn up by the Selection Committee. This reserve list will be proposed to the Appointing Authority of the FRA. The Appointing Authority will decide on the establishment on the reserve list. This reserve list will be valid for 12 months from the date of its establishment (the validity of the reserve list may be extended). The reserve list may be used for future recruitment, should vacancies arise. Each candidate will be informed by letter whether or not he/she has been placed on the reserve list. Candidates should note that inclusion on a reserve list does not guarantee recruitment.

On the basis of the adopted reserve list, the Appointing Authority of the FRA may offer a contract of engagement.

Please note that the Selection Committee's work and deliberations are strictly confidential and that any contact with its members is strictly forbidden.

Due to the large volume of applications, **the Agency regrets that only candidates selected for the interviews will be contacted**. Applicants are invited to follow the recruitment process on the FRA website.

### **ENGAGEMENT AND CONDITIONS OF EMPLOYMENT**

A contract will be offered as a member of the contract staff pursuant to Article 3(a) of the Conditions of Employment of Other Servants of the European Communities for a fixed period of **9 months**. The contract may be renewed.

The successful candidate will be recruited in Function Group IV. The grade (13, 14 or 16) will be determined in accordance with the number of years of experience of the successful candidate (i.e. professional experience of up to 7 years for grade 13; professional experience of more than 7 years for grade 14 and professional experience of more than 20 years for grade 16). **The basic salary for grades 13, 14 and 16 are respectively € 3170,61, € 3587,37 and € 4592,43.**

In addition to the basic salary, **staff members may be entitled to various allowances, in particular a household allowance, expatriation allowance (16% of basic salary + household allowance), dependent child allowance and education allowance**. The salary is subject to a Community tax deducted at source and it is exempt of national taxation.

FRA also offers a comprehensive **welfare package** including pension scheme, medical, accident and occupational disease insurance coverage, unemployment and invalidity allowance and travel insurance.

Moreover, FRA offers different opportunities of **schooling services** through service level agreements with international schools and pre-school establishments, and has introduced policies on **teleworking and flexitime** in its attempt to reconcile work and private life.

Under certain circumstances, in particular where staff members are obliged to change their place of residence in order to take up employment, the Agency may also reimburse various expenses incurred on recruitment, notably removal expenses.

Additional information on Contract Agents can be obtained from the web site of the European Commission at the following address:

[http://ec.europa.eu/civil\\_service/index\\_en.htm](http://ec.europa.eu/civil_service/index_en.htm)

For any further information on the contractual and working conditions please refer to the Staff Regulations of Officials of the European Union and the Conditions of

Employment of other Servants of the European Union which is accessible at the following address:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

### **PROTECTION OF PERSONAL DATA**

Please note that FRA will not return applications to candidates. The personal information FRA requests from candidates will be processed in line with Regulation (EC) N° 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. This applies in particular to the confidentiality and security of such data.

Personal data shall be processed solely for the purpose of the selection procedure.

Should the candidate have any query concerning the processing of his/her personal data, he/she shall address them to the following address:

[recruitment@fra.europa.eu](mailto:recruitment@fra.europa.eu)

### **APPEAL PROCEDURES**

If a candidate considers that he/she has been adversely affected by a particular decision, he/she can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities and Conditions of employment of other servants of the European Communities, at the following address:

#### **The Director**

European Union Agency for Fundamental Rights  
Schwarzenbergplatz 11  
A-1040 Vienna  
Austria

The complaint must be lodged within 3 months. The time limit for initiating this type of procedure start to run from the time the completion of the selection procedure is published on the Web-site at the following link:

<http://fra.europa.eu/en/about-fra/recruitment/vacancies>

### **DEADLINE**

Applications must be sent no later than **17/10/2014 at 13:00** (Vienna Local time).

**Please note that due to the large number of applications we receive, the system may face problems in processing such amounts of data when reaching the deadline for submission of applications. We therefore advise to apply well ahead of the deadline.**

In case you experience technical problems during your application please contact, within the above mentioned deadline, the e-mail address below providing an explanation of the issue: [recruitment@fra.europa.eu](mailto:recruitment@fra.europa.eu)