

## Job Title: Compliance and Data Protection Officer

Req ID 81 - Posted 01/06/2017



### EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Industry, Procurement and Legal Services.

ESA is an equal opportunity employer, committing to achieving diversity within the workforce and creating an inclusive working environment. Applications from women are encouraged.

#### Post

Compliance and Data Protection Officer

This post is classified A2 - A4 on the Coordinated Organisations' salary scale.

#### Location

ESA Headquarters, Paris, France

#### Description

Compliance and Data Protection Officer in the Compliance, Quality and Ethics Office, Directorate of Industry, Procurement and Legal Services

#### Duties

- developing awareness ESA-wide about compliance;
- identifying compliance obligations and compliance risks;
- providing implementation guidelines for enforcing rules, procedures and standards;
- developing training programmes for complying with the regulatory framework, codes of conduct and standards of good practice;
- providing advice on compliance-related matters.

#### As Data Protection Officer:

- conducting a due diligence with all the relevant stakeholders in ESA and Member States representatives of the ongoing Personal Data processing and bring them to conformity with the Policy;
- raising Data Protection awareness and delivering Personal Data protection training;
- creating the necessary procedures, guidelines and generally ensuring effective protection of Personal Data;
- performing internal consultations on personal data protection matters.

#### Technical competencies

Personal data protection law and practices

Information technology security

#### Behavioural competencies

Communication

Integrity

Problem solving

Relationship management

Responsible decision-making

#### Education

University degree or equivalent professional background in law, audit or compliance.

For behavioural competencies expected from ESA staff in general, please refer to the ESA Competency Framework.

The working languages of the Agency are English and French. A good knowledge of one of these is required.

Knowledge of another Member State language would be an asset.

The closing date for application is 29 June 2017.

The Agency may require applicants to undergo selection tests.

If you require support with your application due to a disability, please email to [contact.human.resources@esa.int](mailto:contact.human.resources@esa.int).

Please note that applications are only considered from nationals of one of the following States: Austria, Belgium, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Luxembourg, the Netherlands, Norway, Poland, Portugal, Romania, Spain, Sweden, Switzerland, the United Kingdom and Canada and Slovenia.

Priority will first be given to internal candidates and secondly to external candidates from under-represented Member States.

In accordance with the European Space Agency's security procedures and as part of the selection process, successful candidates will be required to undergo basic screening before appointment.