

TERMS OF REFERENCE

Personal Data Protection Expert

Job title	Personal Data Protection Expert
Status:	Special Service/Consultancy Contract
Duty Station:	MARRI RC, Skopje, Republic of North Macedonia
Starting date:	RIGHT UPON SELECTION
Duration:	8 working days, not necessary to be consecutive

Background:

MARRI – the Migration, Asylum and Refugees Regional Initiative – is a regional, inter-governmental organisation, composed of six Participants: Albania, North Macedonia, Bosnia and Herzegovina, Serbia, Montenegro and Kosovo*.

The mandate of MARRI is to strengthen regional migration policies and cooperation, develop professional competences and solutions for complex migration challenges through exchange of information, capacity building and harmonisation of legal framework towards the EU Acquis Communautaire. MARRI promotes closer regional cooperation and a common, comprehensive and harmonized approach of MARRI Participants in the areas of migration, asylum, border control, visa regime, return and integration of refugees.

The MARRI Regional Forum is the principal decision making and steering body of the Initiative, composed of the Ministers of Interiors/ Security from the six Participants and it acts as a platform for coordination among the Participants and for consultations with partners. On a daily basis, MARRI is led by a Presidency-in-Office held by one of the Participants on an annual rotating basis. The Regional Forum is advised by a Regional Committee, with High Representatives from the Ministries of Foreign Affairs of the Participants.

MARRI's main executive body is the MARRI Regional Centre (RC) that also serves as Secretariat of the MARRI Regional Forum and Regional Committee. RC is located in Skopje and has a Director (appointed by the Forum of Ministers), six MARRI Participants' Representatives (seconded by the respective Ministries of Foreign Affairs or Ministries of Interior / Security from each national administration), seconded experts and employed staff.

* This designation is without prejudice to positions on status, and is in line with UNSC 1244 and the ICJ Opinion on the Kosovo declaration of independence.

MARRI implements the project “Strengthening regional migration governance” together with Deutsche Gesellschaft für internationale Zusammenarbeit GmbH (GIZ) and has organized workshops in each of the MARRI Participants for “Strengthening regional dialogue and cooperation on migration” at all levels (local, Participants’ and regional). It strengthens regional migration governance among all beneficiaries and brings them together for harmonizing migration management policies.

One of the main outputs of the project is the establishment of MARRI’s Pool of Experts where resource persons from governmental institutions, Civil Society Organizations, Academia, International and Regional Organizations with significant experience and expertise in areas of MARRI’s mandate - migration, asylum, border control, trafficking in human beings, visa regime and integration and return of refugees - can register.

Knowing that this database/data registry will contain personal data, it is necessary to be followed by the latest EU rules for processing of personal data and with regard to the EU General Data Protection Regulation 2016/679 (GDPR). In addition, it is necessary to assess MARRI RC’s overall workflows and processes with the aim to align them to GDPR. MARRI RC staff should also be supported and capacities in the area of personal data protection and in applying the new regulations and processes in MARRI’s everyday work built.

Superior

The Personal Data Protection Expert reports to the MARRI RC Director.

Under the direct supervision of the MARRI RC Director, the expert shall analyse the workflow and working processes in the MARRI RC, the types of data that MARRI RC is collecting and processing, develop procedures for personal data protection respecting GDPR and capacitate MARRI RC staff in applying the new procedures.

Core responsibilities:

- Analyse the workflow in the MARRI RC;
- Analyse the working procedures and types of data that MARRI RC is collecting and processing;
- Analyse the business processes within databases/data registries that MARRI RC has developed and is operating;
- Develop procedures for personal data protection, respecting GDPR;
- Support MARRI RC in putting in place appropriate technical and organizational measures to implement the data protection principles;

- Support MARRI RC in designing and building business processes, considering the principles and safeguards to protect personal data;
- Other issues that can arise in the development process, linked to personal data protection.

Required Skills and Experience

- University or Academic degree in Faculty of Law, Faculty of Economics, Social or Technical Science Faculties, or other related field/documentated practical work experience;
- At least five years of relevant work experience in the area of personal data protection;
- Hand-on experience in design and development rules and procedures on personal data protection in governmental/non-governmental or international/regional organization;
- Strong knowledge of computer applications, especially MS Word, Excel and Outlook;
- Fluency in English;
- The right to work in North Macedonia for the duration of the contract;
- Three sound recommendations from non-relatives which will be checked;
- Immaculate Police records.

All interested candidates should send their CV in English language to info@marri-rc.org.mk not later than **24 October 2019** with subject heading **MARRI Personal Data Protection Expert**. Only shortlisted candidates will be contacted for an interview. After candidate selection and signing of agreement, it is expected all activities to be performed within 30 days.

MARRI is committed to equality of opportunity and encourages applications from all qualified candidates regardless of sex, age, disability, gender identity, religion or ethnicity.