



The EDPS is looking for an

## Administrative Assistant

Vacancy notice n°	12-2023-EDPS-CA
Type of contract	Contract Agent (1 year renewable)
Function group	FGIII
Publication under	Article 3b of the CEOS
Place of employment	Brussels (Belgium)
Deadline for applications	21/06/2023 (Brussels time GMT+1) at 12:00 midday

### WHO ARE WE?

#### The EDPS - a young and dynamic institution

The European Data Protection Supervisor (EDPS), a young EU institution established in 2004, in Brussels, Belgium, is the independent data protection authority of the EU institutions and the advisor of the EU legislator on data protection matters. We strive to be an impartial centre of excellence in order to embed a strong data protection culture in the EU institutions and the legislation emanating from them. We also closely follow technological developments and try to anticipate their impact on the privacy of individuals. Our organisation employs about 120 staff members, most of whom are EU officials, but we also welcome Contract Agents and Seconded National Experts, working full-time or part-time.

#### The EDPS - a great place to work

We value a strong culture of respect, flat hierarchical structures and an open door policy to foster innovative ideas and a strong collaboration between colleagues. To ensure our staff's well-being and motivation, we believe that it is essential to create a healthy organisational climate and to strike a good work-life balance. To achieve this, we offer various flexible working arrangements, as well as learning and development opportunities, such as job-shadowing and training programmes.

### WHO ARE WE LOOKING FOR?

Someone who

- fits in an informal and friendly yet professional working environment;

- appreciates working collaboratively with other colleagues on a variety of different projects;
- brings their creativity and initiative to the table;
- enjoys engaging constructively with stakeholders, based on our core values: integrity, impartiality, transparency and pragmatism.

## ABOUT THE POSITION

Our job vacancy is in **the Policy and Consultation Unit**. The unit is in charge of:

Advising European institutions on data protection matters, in particular in the context of legislative consultation in accordance with Regulation (EU)2018/1725 which lays down the rules for data protection in the EU institutions (EUDPR). This includes in particular advising the Commission, the European Parliament and the Council on legislative proposals, draft implementing and delegated acts, and international agreements that have an impact on the protection of personal data

Developing and maintaining expertise related to data protection in various areas of EU law, including AI and digital regulation, as well as judicial and police cooperation in criminal matters, interoperability and large-scale IT systems. We follow related policy developments at national and international level, as well as the relevant case law of the Court of Justice of the EU and the European Court of Human Rights.

Contributing and coordinating the EDPS involvement as a member of the European Data Protection Board (EDPB), in accordance with the General Data Protection Regulation (EU) 2016/679 and the EUDPR. This involves contributing to the drafting of EDPB documents as well as attendance at EDPB plenaries and expert subgroup meetings.

As Administrative Assistant, your main responsibilities will include:

- Assisting the Head of Unit in all matters relevant to the management of the Unit by supporting the planning and follow-up of the activities of the unit;
- Provide general administrative support including agenda planning, document registration and filing, managing mailboxes and handling correspondence;
- Providing administrative support to the Unit for organisation of events and meetings including reimbursement of experts using the AGM system, as well as missions organisation (using MIPS and Neo tools);
- Other logistic or administrative matters identified by the HoU;
- Under the supervision of the Case Officer, ensure administrative follow-up on legislative procedures (from inter-service consultation stage to final adoption);
- Collaboration with colleagues in the P&C secretariat to ensure synergies and business continuity.

You may also be required to carry out additional tasks when necessary and in the interest of the service.

## OUR ELIGIBILITY AND SELECTION CRITERIA

### Eligibility criteria

For your application to be considered, you must meet the following criteria by the deadline for submitting applications<sup>1</sup>:

- a level of post-secondary education attested by a diploma, or
- a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years;

<sup>1</sup> In case you will be offered the job, you must also provide evidence of EU nationality; have completed any compulsory military service; provide appropriate character references ( have no criminal record); pass the EU institutions' medical examination; be fluent in one of the EU languages and be able to work in a second EU language.

- Candidates for this Contract Agent position must have passed the EPSO Permanent CAST by the end of the recruitment process and are therefore encouraged to create a corresponding EPSO profile already with their application.

## Selection criteria

For this job vacancy, we are looking for someone with the following essential and advantageous skills and experience:

### Essential

- Appropriate professional experience as administrative assistant of at least 3 years;
- Excellent time management and organisational skills, in a very varied workload with demanding deadlines;
- Excellent communication and inter-personal skills and client-oriented approach;
- Good computer skills with sound knowledge of MS Office package (in particular Word, Excel, PowerPoint, LibreOffice, etc.);
- High level of flexibility, ability for multi-tasking and problem-solving skills;
- Ability to work autonomously, but also a strong sense of teamwork;
- Very good level of written and spoken English, which is the main working language of the EDPS and the EDPB.

### Advantageous

- Experience of working in an EU institution, body or agency, including knowledge of IT tools such as AGM, SYSPER, MIPS, Neo;
- Good understanding of the structure and functioning of the European Union and its Institutions, in relation to the position;
- Good level of French (oral and written).

## HOW TO APPLY?

Interested in this position? Please send to [EDPS-selections@edps.europa.eu](mailto:EDPS-selections@edps.europa.eu) by **21 June 2023 at 12:00 midday (Brussels time)**:

- CV and cover letter detailing why you are suitable for this role;
- the completed application form;

All supporting documents, such as references, certificates, must be merged into one single PDF document of a maximum size of 2MB.

Applicants are strongly advised not to wait until last minute to submit their application, since heavy internet traffic or other dysfunction could lead to difficulties in submission. The EDPS shall not be held responsible for said difficulties and will disregard applications submitted after the deadline and/or which are not complete.

## OUR SELECTION PROCEDURE

All eligible applications will be scrutinised by a selection panel. Candidates whose applications best match the selection criteria will be invited for an interview during which the selection panel will assess each candidate's performance. In addition, a second interview or written tests may be carried out. At the EDPS we aim for all selection panels to have a gender-balanced composition.

## OTHER IMPORTANT INFORMATION

### Equal opportunities

The EDPS is committed to promoting diversity, inclusion, and giving everyone equal opportunities to succeed.

As such, the EDPS welcomes all applications without discrimination on grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of national minority, property, disability, age, gender identity or sexual orientation.

If you require any special arrangements (due to a disability) to take part in this selection procedure, please indicate this on your application.

### Data protection

A data protection notice detailing how the EDPS processes candidates' personal data in the context of recruitment can be found [here](#).

**Join us in shaping a safer digital future!**

26 May 2023



Leonardo CERMEBA NAVAS