



**EUROPEAN
DATA PROTECTION
SUPERVISOR**

**VACANCY
NOTICE**

The EDPS is looking for an
Administrative Assistant

Vacancy notice n°	EDPS-18-2023-TA
Type of post	AST (contract duration 4 year maximum, renewable once)
Grade	4
Publication under	Articles 2(b) and 8 of the Conditions of Employment of Other Servants of the EU (CEOS)
Place of employment	Brussels (Belgium)
Deadline for applications	02/08/2023 (Brussels time GMT+1) at 12:00

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 (HoU) and Deputy Head of Unit (DHoU) in all matters relevant to the management of the Unit by supporting the planning and follow-up of the activities of the unit;
- Assisting the Policy & Consultation (P&C) Unit annual priorities for legislative consultation on the basis of the Legislative Work Programme of the European Commission. This includes organising an annual meeting with Commission representatives;
- Overall planning and monitoring of legislative consultations (opinions, formal and informal comments) prepared by P&C Unit, including new and on-going cases and ensuring administrative follow-up on legislative procedures (from inter-service consultation stage to final adoption) under supervision of the case officer;
- Provide administrative support to the Legal service function, including eCuria and support to the Court Team;
- Budget and procurement procedures: act as P&C initiating agent, liaise with Human Resources and Finance teams and handle Bluebell procedures under the supervision of HoU;
- Annual management plan and reporting: assist the HoU and DHoU with the coordination, development and reviews of the AMP, Annual Report and Annual Activity Report;
- Briefings: on demand assistance to case officers (state of play of specific files, etc.);
- Provide general administrative support including agenda planning, document registration and filing, managing mailboxes and handling correspondence;

- Provide 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, such as organising the Unit's Away Day;
- 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 eligible, you must be a national of a Member State of the European Union and meet the following criteria by the deadline for submitting applications¹:

Qualifications²:

- 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, or
- where justified in the interests of the service, professional training or professional experience of an equivalent level.
- have relevant professional experience as administrative assistant of at least 6 years.

Selection criteria

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

Essential

- At least 3 years of professional experience in providing administrative support in the context of legislative consultation procedures;
- Experience with the coordination of the Annual Management Plan, Annual Report and Annual Activity Report;
- Very good computer skills with sound knowledge of MS Office package (in particular Word, Excel, PowerPoint, LibreOffice, etc.), including standard software used by the European Institutions;
- Very good knowledge of the structure and functioning of the European Union and of its institutions;
- First-hand experience in using several IT applications used by European Institutions (e.g. AGM, CMS, MIPS, Neo, eCuria);
- Experience in following budget and procurement procedures;
- Excellent time management and organisational skills, in a very varied workload with demanding deadlines;
- Excellent communication and inter-personal skills and client-oriented approach;
- High level of flexibility, ability for multi-tasking and problem-solving skills;
- To be meticulous and care for detail;

¹ 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.

² Only qualifications awarded by EU Member State authorities or qualifications recognised as equivalent by the relevant authorities will be taken into consideration. Qualifications/diplomas awarded until 31/12/2020 in the United Kingdom are accepted without further recognition.

- Ability to liaise and cooperate with counterparts from other EU institutions, in particular the services of the European Commission;
- Very good level of written and spoken English, which is the main working language of the EDPS and the EDPB;

Advantageous

- Knowledge of internal decision-making process of the European Commission, and/or professional experience in the field of data protection would be considered an asset;
- A degree of familiarity with the inter-institutional decision making processes (“co-decision”);
- Experience in organising meetings with external stakeholders;
- Knowledge of French or other official languages would be considered as an asset.

HOW TO APPLY?

Interested in this position? Please send to EDPS-selections@edps.europa.eu by **02/08/2023 at 12:00 (Brussels time)**:

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

Only duly completed applications submitted electronically within the deadline will be taken into consideration.

Candidates 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!

Brussels, 19/07/2023

Leonardo CERVERA NAVAS

Secretary-General