



**EUROPEAN
DATA PROTECTION
SUPERVISOR**

**VACANCY
NOTICE**

The EDPS is looking for an

Administrative Assistant

Vacancy notice n°	EDPS-CA-21-2023
Type of post/type of contract	CA (1 year renewable)
Grade/function group	FGIII
Publication under	Article 3b of the CEOS
Place of employment	Brussels (Belgium)
Deadline for applications	04/10/2023 (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 Administration sector, which is part of the **Human Resources, Budget and Administration Unit (HRBA)**. The unit is in charge of a number of horizontal processes aimed to ensure the financial, human and administrative resources and tools for the smooth functioning of the European Data Protection Supervisor. The unit also provides financial, human resources, and administrative support to the Secretariat of the European Data Protection Board (EDPB), which is administratively attached to the EDPS.

As an Administrative Assistant, your main responsibilities will include:

Management of missions' tasks

- GEMI - MiPS main contact point, providing support to EDPS/EDPB staff going on mission and answering questions about rules and regulations;
- Acting as PMO's main contact point for the handling of mission files and responsible for implementation and internal communication of new features and procedures regarding missions;
- Introduction and maintenance of visa chains, delegations and roles in MiPS;
- Distribution, monitoring and reporting of the budget in MiPS;
- Monitor on behalf of the EDPS the calls for tender and contracts for the travel agency, corporate credit card & insurance (in association with PMO);
- Provide refreshers, presentations and hands-on job training to staff members on updated MiPs features;
- Verification of travel agency invoices regarding missions.

Building tasks

- GBI - Management of the administrative and logistic issues related to EDPS building;
- Contact person with DG INLO of the European Parliament (EP) and OIB for different issues (framework contracts);
- Coordination of works and removals in cooperation with the corresponding services of EP;
- Manage annual inventory exercises and physical assets.

General Administrative tasks:

- Create user profiles for newcomers (office space, e-mail accounts, access to shared network drives, access to functional mailboxes, SMS token, synchronisation of accounts, access to Jabber, telephone, etc.). In case of departures, cease accounts, IT accesses etc.;
- Manage accesses to IT tools (i.e. Webdor, Poetry, Presto, CdT);
- Deal with horizontal activities, concertation and networking aspects and assist EDPS staff with administrative requests;

- Assist with the organisation of EDPS internal events, including logistics (venues, catering, IT needs, etc.);
- Contribute to the planning and provision of logistic services (offices supplies, business cards);
- Provide support for tasks related to filing and document management;
- Contribute to other horizontal tasks in cooperation with the unit's HR and Finance sector;

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:

- 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 years²;
- Candidates for this Contract Agent position have to successfully pass the EPSO Permanent CAST by the end of the recruitment process and are therefore encouraged, in order to fasten this process, 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

- Relevant professional experience as administrative assistant of at least 3 years;
- Experience working with MiPS for at least 2 years and in at least one of the areas mentioned above (Building and/or General Administration);
- Very good knowledge of both MiPS and the mission's guide implemented by the European Commission and adopted by the EDPS;
- A good knowledge or experience in the domain of logistics and/or inventory (ABAC Assets);
- Very good level of written and spoken English, which is the main working language of the EDPS and the EDPB is necessary;
- Ability to liaise and cooperate with counterparts from other EU institutions, in particular with PMO and EP;
- Excellent communication and inter-personal skills to engage and cooperate with EDPS colleagues, service providers, and other stakeholders;
- Sense of responsibility, flexibility, and client-oriented approach;
- Very good organisational, prioritising and problem-solving skills in a very varied workload;
- Ability to work in a small team and in a dynamic environment;
- Very good computer skills, including standard software used by the European institutions.

¹ In case you will be offered the job, you must 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.

Advantageous

- Experience in using AGM, SYSPER, ARES and/or ABAC;
- A good knowledge of French (oral and written).

HOW TO APPLY?

Interested in this position? Please send to EDPS-selections@edps.europa.eu by **04/10/2023 at 12:00 midday (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 the last day to submit their applications, since heavy internet traffic or internet connection issues could lead to difficulties in submission. The EDPS cannot be held responsible for any delay due to such difficulties.

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.

To ensure the Selection Panel's independence, it is strictly forbidden for candidates to contact any of its members on any matter related to the selection procedure. All inquiries or correspondence must be exclusively conducted via the functional mailbox edps-selections@edps.europa.eu. Candidates may be disqualified at any stage of the selection procedure if they contact or attempt to contact a member of the Selection Board of the competition unless explicitly authorised.

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, 12 September 2023