



The European Data Protection Board is looking for **Administrative Agent**

Vacancy notice n°	01-2024-EDPB-CA
Type of contract	Contract Agent (1 year renewable)
Grade/function group	GFII
Number of job openings	3
Publication under	Article 3b of the CEOS
Place of employment	Brussels (Belgium)
Deadline for applications	14/02/2024 (Brussels time GMT+1) at 12:00 Midday

WHO ARE WE?

EDPB and EDPS - young and dynamic institutions

The European Data Protection Supervisor (EDPS) was established in 2004, in Brussels, Belgium. As the European Union's independent data protection authority, we strive to be an impartial centre of excellence for the enforcement and reinforcement of EU data protection and privacy standards, both in practice and in law. Our organisation employs about 140 staff members, most of whom are EU officials, but we also welcome Contract Agents and Seconded National Experts, working full-time or part-time.

Regulation (EU) 2016/679 provides for the establishment of the European Data Protection Board (EDPB), a body of the Union with legal personality that shall act independently. The EDPB, established in 2018, is composed of the Heads of national data protection supervisory authorities and the European Data Protection Supervisor. The EDPB is responsible for promoting the correct and consistent interpretation and application of the Regulation and for promoting cooperation between supervisory authorities throughout the Union.

The EDPB receives analytical, administrative and logistical support from the EDPB Secretariat that is provided by the EDPS.

The EDPB and EDPS - a great place to work

We value 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 strike a good work-life balance. To achieve this, we offer 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 vacancies are in the EDPB Secretariat. The unit is in charge of providing analytical, administrative and logistical support to the European Data Protection Board and works under the authority of the Chair of the EDPB and the Head of the EDPB Secretariat.

As an Administrative Agent, your main responsibilities will include:

ADMINISTRATIVE SUPPORT TO THE EDPB AND THE EDPB SECRETARIAT

- Provide administrative support for the organisation of the EDPB plenary and expert subgroup meetings and EDPB or other events including booking of (virtual) meeting room and interpretation, preparing the premises, catering, invitation, accreditation and reimbursement of participants, printing and circulation of meeting documents;
- Process requests from EDPB members on various administrative matters and problem-solve;
- Contribute to the management of the functional mailbox of the EDPB Secretariat, including the dispatching of incoming correspondence;
- Manage translation requests and proofreading processes;
- Format EDPB documents before their publication;
- Organise missions for the EDPB Chair and Deputy Chairs;
- Provide support in other administrative tasks (for example, office management, staff missions, etc.).

As an Administrative Agent, your main responsibilities may also include:

SUPPORT FOR FINANCE AND BUDGET OPERATIONS

- Initiate procurement cases and administrative expenditure files;
- Carry out administrative tasks within the framework of public procurement procedures;
- Support the preparation, forecasts, review and monitoring of the administrative budget.

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 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 years;
- Candidates for this Contract Agent position must have 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

- At least 3 years of professional experience as secretary and/or administrative agent and/or operational initiating agent. Proven professional experience in comparable tasks to those listed under responsibilities. In particular, the Selection Panel will assess the range of duties covered, the type of work done and its relevance to the vacancy notice;
- Excellent organisational and multitasking skills, paired with a sense of initiative, responsibility and resilience;
- Ability to work in a team but also independently and to manage own work in a proactive, flexible and meticulous way;
- A keen sense of team spirit, positive and helpful attitude and service-mindedness;
- Excellent communication skills; inter-personal skills and client-oriented approach;
- Proficiency in MS Office (especially Outlook, Word and Excel);
- A very good level of written and spoken English, the main working language of EDPB.

Advantageous

- Previous relevant professional experience in an EU institution or body;
- Experience in using EU IT tools (e.g. ABAC, AGM, ARES, EC or EP V-PASS, CARES, MIPS+, Neo, ePoetry, eCdT, Speedwell, Bluebell, etc.);
- Experience as OIA (operational initiating officer) on procurement and financial cases and/or experience with administrative support for budget operations for EUIs;
- A good level of written and spoken French.

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.

HOW TO APPLY?

Interested in this position? Please send to EDPS-selections@edps.europa.eu by **14 February 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 and certificates, must be merged into one single PDF document of a maximum size of 2MB.

OUR SELECTION PROCEDURE

The selection (and recruitment) procedure is coordinated by the Human Resources team of the EDPS, who provides administrative support to the EDPB Secretariat.

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 a selection panel will assess each candidate's performance. In addition, a second interview or written tests may be carried out.

As a result of the interviews, the Selection Panel will establish a list of suitable candidates and will recommend the most suitable candidates for recruitment for the two job openings of this vacancy notice. The list of remaining suitable candidates will serve as a reserve list and may be used for the recruitment for future similar positions, depending on the needs of the EDPB. The reserve list shall be valid until 9 February 2025 (the validity period may be extended). Each candidate will be informed by email whether or not they have been placed on the reserve list. Candidates should note that inclusion on a reserve list does not guarantee recruitment.

OTHER IMPORTANT INFORMATION

Equal opportunities

The EDPB and the EDPS are committed to promoting diversity, inclusion, and giving everyone equal opportunities to succeed.

As such, the EDPB and the EDPS welcome 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](#).

Brussels, 24 January 2024