



**EUROPEAN
DATA PROTECTION
SUPERVISOR**

**VACANCY
NOTICE**

The EDPS is looking for a
ADMINISTRATIVE ASSISTANT

Vacancy notice n°	12-2024-EDPS-CA
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	26/04/2024 (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;
- engages constructively with stakeholders, based on our core values: integrity, impartiality, transparency and pragmatism.

ABOUT THE POSITION

Our job vacancy is in the Finance 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 Administrative Assistant, you will work under the guidance of the Head of Sector Finance and your main responsibilities will include:

- Management of missions
 - act as GEMI for EDPS and EDPB staff (main contact point for MIPS+);
 - acting as main contact point for PMO for missions
 - main contact point for travel agency and other stakeholders;
 - supervise and follow up the execution of the missions budget and perform mission reporting.
- Management of expert meetings organisation
 - manage the electronic workflow, for the invitations, organisation, and reimbursement processes.
- Internal events
 - participate in the organisation of internal events, particularly from a financial point of view as operational verifier

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 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

- Relevant professional experience in missions management in an EU institution or body;
- Very good knowledge of MIPS / MIPS+ and the missions guide;
- Enthusiastic and proactive learner, in particular in administrative matters;
- Takes on new challenges, thinks ahead, demonstrates initiative (Intrapreneurship);
- Open and strong cooperative mind;
- Excellent communication and inter-personal skills;
- Service-oriented; sense of responsibility, flexibility, and client-oriented approach;
- Very good level of written and spoken English, which is the main working language of the EDPS and the EDPB.

Advantageous

- Proficiency in MS Office (in particular Excel, Word and Outlook);
- Experience with other software used by the European institutions;
- Administrative experience in the EU institutions;
- Experience with inter-institutional cooperation;
- Experience in building and logistics management.

HOW TO APPLY?

Interested in this position? Please apply via the following link by **26/04/2024 at 12:00 midday (Brussels time)**:

https://ec.europa.eu/eusurvey/runner/Application_form_VN_12-2024-EDPS-CA-HRBA_Administrative_Assistant

You will have to **complete the online application form and upload the following documents**:

- Cover letter detailing why you are suitable for this role (PDF format of maximum size of 1MB);
- Optional: CV (preferably in Europass format)
- Optional: All supporting documents, such as references, certificates, must be merged into one single PDF document of a maximum size of 1MB.

Do not hesitate to contact edps-selections@edps.europa.eu in case you have any questions.

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, 9 April 2024

Leonardo CERVERA NAVAS