



The European Data Protection Board is looking for a
Head of Sector Administration

Vacancy notice n°	06-2024-EDPB-FO
Type of post/type of contract	AD
Grade/function group	5-9
Publication under	Article 29(1)(a), (b) and (c) of the Staff Regulations
Place of employment	Brussels (Belgium)
Deadline for applications	07/06/2024 (Brussels time GMT+1) at 12:00

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 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 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

The job vacancy is in the EDPB Secretariat. The Unit is in charge of providing analytical, administrative and logistical support to the European Data Protection Board (EDPB). The jobholder will work under the authority of the Chair of the EDPB and the Head of the EDPB Secretariat, coordinating the Sector's core activities. These include providing general administrative and logistical support to the EDPB and to the staff members of the EDPB Secretariat, such as relating to the organisation of meetings, translation and proofreading processes, reimbursement of experts' expenditures, organisation of missions, and administrative support relating to financial and budget matters. It plays a key role in facilitating the organisation of EDPB plenary and expert subgroup meetings and dispatching information and communication to the appropriate people.

As Head of Sector - Administration, your main responsibilities will include:

- Lead the development and implementation of strategies relating to administrative matters;
- Supervise the daily operations of the a team of administrative assistants, including those in charge of the operational initiation of financial matters and of the preparation and monitoring of the execution of the budget to ensure effective management of the tasks;
- Plan the budget for the Administration Sector, while ensuring alignment between its strategy and operational needs;
- Organise the Sector's responsibilities and supervise the efficient delivery of its contributions, to ensure service continuity;
- Assign duties and tasks to the staff of the Sector, determining the efficient division of tasks;
- Supervise and coordinate work and assignments;
- Develop procedures related to the responsibilities of the Sector and oversee their implementation;
- Support the hierarchy and propose appropriate solutions and lines to take on matters relating to the activities of the Sector;

- Foster teamwork among staff in the Sector, maintain open communication with and within the team, inform staff on all relevant strategic aspects and policy changes;
- Collaboration and establish synergies with other EUIs to ensure efficient service provision, streamline processes and resolve bottlenecks.
- Oversee the efficient organisation of approximately 360 EDPB meetings per year at the Commissioner or expert level;
- Manage the organisation of translation and proofreading processes of official EDPB documents in all EU languages;
- Oversee the use of EDPB contact lists (containing more than 1000 contacts) to ensure they remain up to date and enable efficient communications with the stakeholders;
- Coordinate and streamline the organisation of the missions of the EDPB Chair and Deputy Chairs;
- Oversee the operational initiation of procurement procedures and administrative expenditure files;
- Supervise the preparation, forecasts, review and monitoring of the administrative budget, including by contributing to the drafting and planning of the 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 one of the following criteria by the deadline for submitting applications:

- Work as official for one of the Institutions of the European Union in function group 'Administrator' and a grade between 5 and 9, or
- Be a laureate of an EPSO competition for "Administrators" in grade between 5 and 9.

Selection criteria

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

Essential

- A level of education corresponding to at least 3 years' completed university studies attested by a diploma, followed by a minimum of 5 years' professional experience coordinating teams of administrative assistants,

- At least 5 years professional experience coordinating administrative assistants activities relevant to the functioning of the EDPB, such as organisation of meetings, translation and proofreading processes, reimbursement of experts expenditures, organisation of missions, and administrative support relating to financial and budget matters. In particular, the Selection Panel will assess the range of duties covered, the type of work done and its relevance to the vacancy notice;
- At least 3 years of professional experience as Head of Sector or team leader;
- Experience in managing administration and logistics, process management, project management, and overseeing operational finance initiation ;
- Experience in collaborating with stakeholders from EU and national public bodies, including by organising high-level meetings;
- Experience in drafting and planning annual or multi-annual budget;
- Very good interpersonal skills for team coordination and stakeholders interaction;
- Excellent planning, organisational and multitasking skills to ensure respect of timelines, paired with a sense of initiative, responsibility and resilience;
- A keen sense of team spirit and positive attitude;
- Strong analytical and problem-solving abilities;
- Very good communication skills, with the ability to propose clear and practical solutions;
- Experience in using the following EU IT tools: AGM, EC or EP V-PASS, ARES, ePoetry or eCdT.
- Proficiency in MS Office;
- A very good level of written and spoken English, the main working language of the EDPB.

Advantageous

- Experience in using the following EU IT tools: Confluence, CARES, MIPS+, Neo, Bluebell;
- A good level of written and spoken French, which is the language commonly used with stakeholders in the field of administration;
- Knowledge of other official languages of the European Union.

HOW TO APPLY?

Interested in this position? Please apply via the following link by **07/06/2024 at 12:00 midday (Brussels time)**:
https://ec.europa.eu/eusurvey/runner/Application_form_VN_06_2024_EDPB_FO_Admin_Head_of_Sector

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);

An official document attesting your status as an official (category, grade); the different posts held in the EU institutions, bodies and agencies, and a copy of your last two staff evaluation reports; OR an official document from EPSO attesting that you are a laureate.

CV (preferably in Europass format);

Optional: Other supporting documents, such as references, certificates, which 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

The selection (and recruitment) procedure is coordinated by the Human Resources team of the European Data Protection Supervisor (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.

OTHER IMPORTANT INFORMATION

Equal opportunities

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

As such, the EDPB and 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](#).