



**EUROPEAN
DATA PROTECTION
SUPERVISOR**

**VACANCY
NOTICE**

The EDPS is looking for a

Administrative Agent

Vacancy notice n°	16-2024-EDPS-IC-CA
Type of post/type of contract	CA (1 year renewable)
Grade/function group	FGII
Publication under	Article 3b of the CEOS
Place of employment	Brussels (Belgium)
Deadline for applications	14/06/2024 (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

The job vacancy is in the Information & Communication Unit, which is composed of a small and dynamic team of highly motivated colleagues. The Unit is in charge of external communications, media relations, publications, website, social media, and events organisation. The jobholder will work under the supervision of the Head of Unit.

As an Administrative Agent in the Information & Communication Unit, your main responsibilities will include:

Provide general administrative support including agenda planning, drafting minutes, document registration and filing, translations requests, managing mailboxes and handling correspondence;

Providing administrative and logistical support to the organisation of events, study visits and missions, as well as setting meetings with internal and external stakeholders;

Managing the internal EDPS library;

Preparing, formatting and quality check of documents;

Collaboration with colleagues in the Unit to ensure synergies and business continuity;

Other logistic or administrative matters identified by the Head of Unit. 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 (at the latest by the end of the recruitment process) and are therefore encouraged to create a corresponding EPSO profile already with their application.

Selection criteria

We are looking for someone with the following skills and experience:

Essential

Appropriate professional experience in administrative role of at least 2 years;

Very good organisational and prioritising skills in a very varied workload;

Ability to work in a team but also independently and manage own work in a proactive, flexible and meticulous way;

Excellent communication skills, inter-personal skills and client-oriented approach;

High level of flexibility, ability to multi-task and problem-solving skills;

Proficiency in Office software tools (e.g. Outlook, Word, Excel, PowerPoint) and good knowledge of information technologies;

Very good level of written and spoken English, which is the main working language of the EDPS Secretariat;

Advantageous

Experience of working in an EU institution, body or agency, including knowledge of IT tools such as SYSPER, ARES, CMS, MIPS+

Good knowledge of French and/or German.

HOW TO APPLY?

Interested in this position? Please apply via the following link by **14/06/2024 at 12:00 midday (Brussels time)**:

https://ec.europa.eu/eusurvey/runner/Application_form_16_2024_EDPS_CA_IC_Administrative_Agent

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);
- 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!