



**EUROPEAN
DATA PROTECTION
SUPERVISOR**

**VACANCY
NOTICE**

The EDPS is looking for an

Administrative Assistant

Vacancy notice n°	27-2024-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	02/12/2024 (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;
- 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:

General Administrative tasks:

- 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);
- Management of the administrative and logistic issues related to EDPS building (GBI role);
- Contact person with DG INLO, DG SAFE and DG ITEC of the European Parliament (EP) as the EDPS has an administrative agreement with the EP;
- Coordination of works and removals in cooperation with the corresponding services of EP.

HR sector tasks:

- Coordinator of staff changes including arrivals, departures and extensions of contracts, and related administrative arrangements.
- Onboarding of newcomers: Inter-institutional coordination (EP Services) for the creation of user profiles for newcomers (office space, e-mail accounts, access to shared network drives, access to functional mailboxes, SMS token, synchronisation of accounts, telephone, etc.). In case of departures, cease accounts, IT accesses etc.;
- Assist the Learning and Development Officer in internal/external training requests and procurement procedures, management of the functional mailbox, and monitoring the L&D budget;
- Act as Wellbeing Coordinator for the institution.

Given the small size of our unit, you may also be required to carry out additional tasks or be the backup for other 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 shall 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, preferably in EU Institutions;
- 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 EP Services;
- 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.

Advantageous

- Experience in using AGM, SYSPER, ARES and/or ABAC, EU-Learn;
- A good knowledge or experience in the domain of logistics and/or inventory (ABAC Assets);
- A good knowledge of French (oral and written).

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.

HOW TO APPLY?

Interested in this position? Please apply via the following link by **02/12/2024 at 12:00 midday (Brussels time)**:
https://ec.europa.eu/eusurvey/runner/Application_form_VN_27_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);
- 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!