



The European Data Protection Board is looking for an

## Administrative Assistant - Budget and Finance Operational Assistant

<b>Vacancy notice n°</b>	09-2025-EDPB-CA
<b>Type of post/type of contract</b>	CA (1 year renewable)
<b>Grade/function group</b>	FGIII
<b>Publication under</b>	Article 3b of the CEOS
<b>Place of employment</b>	Brussels (Belgium)
<b>Deadline for applications</b>	21/09/2025 (Brussels time GMT+1) at 23:00

### WHO ARE WE?

#### EDPB and EDPS - young and dynamic institutions

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 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 150 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 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;
- is motivated, dynamic and well organised, with a service-oriented and problem-solving attitude;
- appreciates working collaboratively with hierarchy and 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.

Your main responsibilities as an **Administrative Assistant - Budget and Finance Operational Assistant**, 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 rooms 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.).

## Support for finance and budget operations

- Initiate spending operations, procurement cases and administrative expenditure files;
- Carry out administrative tasks within the framework of public procurement procedures;
- Verify and validate invoices;
- Contribute to and coordinate the preparation, forecasts, review of the EDPB budget (as title III of the EDPS budget) on the basis of the input from the different sectors, to be validated by the Head of Unit and communicated to the EDPS budget team;
- Monitor the execution of budgetary actions of the EDPB budget managed by the EDPB secretariat;
- Provide support and seek solutions for finance-related operations in relation to the system used for the reimbursement of experts (AGM).

*You may 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 eligible, you must be a national of a Member State of the European Union and meet the following criteria by the deadline for submitting applications:

Qualifications and professional experience:

- 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 passed the EPSO permanent CAST by the end of the recruitment process. They are therefore required, in order to speed up this process, to create a corresponding EPSO profile together 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 to management and/or administrative assistant. Proven professional experience in comparable tasks to those listed under responsibilities as an administrative assistant. In particular, the Selection Panel will assess the range of duties covered, the type of work done and its relevance to the vacancy notice;
- Experience as OIA (operational initiating agent) for procurement and financial cases and/or experience with administrative support for budget operations;

- Excellent planning, 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 strong sense of team spirit and collaboration across teams in a dynamic environment;
- A keen sense of 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. AGM, EC or EP V-PASS, ABAC/SUMMA, Speedwell, Bluebell, ARES, CARES, MIPS+, Neo, ePoetry, eCdT, etc.);
- A good level of written and spoken French.

## **HOW TO APPLY?**

Interested in this position? Please apply via the following link by **21/09/20225 at 23:59 (Brussels time)**: [https://ec.europa.eu/eusurvey/runner/Application\\_form\\_VN-09-2025-EDPB-CA-Budget\\_and\\_Finance\\_Operational\\_Assistant](https://ec.europa.eu/eusurvey/runner/Application_form_VN-09-2025-EDPB-CA-Budget_and_Finance_Operational_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](mailto: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](#).