



**EUROPEAN
DATA PROTECTION
SUPERVISOR**

**VACANCY
NOTICE**

The EDPS is looking for a

Procurement Assistant

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| Vacancy notice n° | 14-2025-EDPS-HRBA-CA |
| Type of post/type of contract | Contract Agent (CA) (1 year renewable) |
| Grade/function group | FGIII |
| Publication under | Article 3b of the CEOS |
| Place of employment | Brussels (Belgium) |
| Deadline for applications | 22/07/2025 (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 Human 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 a procurement assistant, your main responsibilities will include:

- Active support in the launching and active management of all phases (until the signature of the contracts) of public procurement procedures and Very Low Value Procedures.
- Closing collaboration in the redaction and verification of tender documents, adapting templates, legal advice.
- Financial initiation of transaction in Speedwell and Summa.
- Active implementation of contracts included in the framework of procedures.
- Management of contracts.

More specifically, regarding procurement and contract management you will assist in the:

- Verification and drafting of procurement documents inherent in the procedures to be managed
- Drafting and interpretation of clauses in procurement documents and adapting model documents, including contracts
- Providing solution to questions of law relating to the management of procedures.
- Carrying out administrative and/or financial tasks within the framework of public procurement procedures for the purchase of goods and services;
- Actively managing all phases of procurement procedures (preliminary phase, opening and evaluation of offers, attribution of the contract(s), preparation of the contract(s)).
- Carrying out administrative and/or financial tasks within the framework of the management of contracts and contacts with suppliers.

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:

¹ In case you will be offered the job, you must also provide evidence of EU nationality; 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.

Qualifications and professional experience²:

- 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.

Selection criteria

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

Essential

- Proven professional experience in comparable tasks to those listed under responsibilities of at least 2 years. In particular, the Selection Panel will assess the range of duties covered, the type and level of work done and its relevance to the vacancy notice.
- Very good computer skills, including software used by the European institutions, SUMMA, ABAC, ARES, PPMT and eProcurement in particular. Knowledge of SAP and Business Objects would be an advantage;
- A thorough knowledge of the Financial regulation and Procurement procedures;
- Experience working with the EU Financial Regulations and EU;
- Be flexible, ready for multi-tasking, and have problem solving skills;
- Ability for inter-institutional cooperation;
- Ability to work in a small team in the dynamic environment of a young institution;
- Sense of responsibility, organisation, initiative, human relations and communication;
- A very good knowledge of English

Advantageous

- A good knowledge of French is considered to be an asset. Knowledge of other official languages would be considered as an advantage.
- Professional experience, knowledge and qualifications in general accounting would be an advantage.

HOW TO APPLY?

Interested in this position? Please apply via the following link by **22/07/2025 at 12:00 midday (Brussels time)**:
https://ec.europa.eu/eusurvey/runner/Application_form_VN-14-EDPS-HRBA-CA_Procurement_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

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.

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!