



LEONARDO CERVERA NAVAS  
DIRECTOR

**NOTICE OF VACANCY N° 1/2020**

(Publication under Article 29, paragraphs 1 a), b) and c) of the Staff Regulations)

The European Data Protection Supervisor (EDPS) has decided to fill a vacancy in his establishment plan for the grades AST 1-5

**EMPLOYMENT : SECRETARIAT OF THE EUROPEAN DATA PROTECTION SUPERVISOR  
UNIT POLICY & CONSULTATION**

**1 ADMINISTRATIVE ASSISTANT**

**CATEGORY AND GRADES : AST 1-5**

**PLACE OF EMPLOYMENT : BRUSSELS**

**JOB DESCRIPTION :**

The EDPS is an independent supervisory authority with the task of ensuring that the institutions and bodies of the European Union respect the rights to privacy and data protection when they process personal data or develop new initiatives.

The Policy & Consultation (P&C) Unit is in charge of advising the Commission, the European Parliament and the Council on legislative proposals, draft implementing or delegated acts and documents related to international agreements with implications for the processing of personal data. We also cooperate with the national Data Protection Authorities within the European Data Protection Board (EDPB) and in the context of coordinated supervision of large-scale IT systems, as well as maintaining relations with (authorities of) third countries and international organisations. Finally, we coordinate the EDPS activities in relation to litigation before the Court of Justice.

Acting under the authority of the Supervisor and Director, the selected candidate will join the Policy & Consultation (P&C) unit, composed of ca. 10 policy officers and 2 Administrative Assistants. S/he will contribute to the execution of tasks related to the activities of the P&C Unit, such as:

- J) assisting the Head of the Policy & Consultation Unit (HoU) in the management of the Unit by supporting the planning and follow-up of the activities;

- ) organising of and participating in meetings with external experts, including reimbursement of experts, using the AGM system;
- ) managing translations requests and requesting publications of documents in the Official Journal and assisting in the budget forecast for such requests;
- ) assisting in the file management system of EDPS (CMS);
- ) other logistic or administrative matters identified by the HoU, such as organising the Away Day and assisting in the reviews of the Annual Management Plan ;
- ) under the supervision of the Case Officer, provide follow-up on legislative procedures (from inter-service consultation stage to final adoption);

### **REQUIRED QUALIFICATIONS AND 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,
- sufficient knowledge of the structure and functioning of the European Union and of its institutions;
- excellent organisational skills;
- capacity to deliver in a structured way;
- good knowledge of information technologies, including document management;
- experience in organising meetings with external experts will be considered an asset;
- ability to work in a dynamic environment of a small institution;
- thorough knowledge of one of the official languages of the European Union and good knowledge of another EU language. For practical reasons, a good knowledge of English is required. Knowledge of French or other official languages would be considered as an advantage.

We look for someone who fits in an informal but professional working environment, where we appreciate sharing of information and pro-activity, and who enjoys engaging constructively with colleagues and stakeholders, based on our core values: integrity, impartiality, transparency and pragmatism.

### **ADMISSIBILITY :**

Officials of the Institutions of the European Union in grades AST 1-5 who are interested in this position and who think they have the necessary qualifications, as well as laureates of an EPSO competition are invited to send their application to the functional mailbox [Recruitment@edps.europa.eu](mailto:Recruitment@edps.europa.eu).

Aligned with our Equal Opportunities strategy and with Article 1d of the Staff Regulations, the EDPS embraces diversity and promotes equal opportunities. The EDPS accepts 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 (for specific handicap or disability) in order to take part in this selection procedure, please indicate this in your application form.

For more information, please contact Ms Anna BUCHTA, HoU Policy and Consultation, tel. +32 2 283 19 10.

For an application<sup>1</sup> to be considered valid, candidates must submit:

- the application form
- a motivation letter and a detailed curriculum vitae
- an official document attesting the status of an official (category, grade), the different posts held in the EU institutions and bodies, and a copy of the last two evaluation reports; or an official document from EPSO attesting that the candidate is a laureate.

**DEADLINE FOR SUBMITTING APPLICATIONS: FROM 16/01/2020 TO 31/01/2020**

Brussels, 16/01/2020



Leonardo CERVERA NAVAS

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<sup>1</sup> All personal data from the applications is processed in accordance with the EDPS Data Protection notice.

## SOME FACTS ABOUT THE EDPS AND OUR STAFF

### **EDPS: A young and dynamic institution**

The EDPS was established in Brussels in 2004, and as the European's Union independent data protection authority, the EDPS aims to serve as an impartial centre of excellence for enforcing and reinforcing EU data protection and privacy standards, both in practice and in law.

It has about 100 staff members, most of which are EU officials but also contract agents and Seconded National Experts working full or part-time.

### **EDPS: A great place to work**

We believe that a good working environment is a precondition to ensure staff engagement and well-being and that it is essential to strike a good balance between work and private life. To this end, we provide staff with a modern working environment using familiar IT tools, and good balance between work and private life (using flexitime and telework).

### **EDPS: A place to grow and develop your career in an EU institution**

Our staff enjoys a high level of autonomy and diversity of tasks, working in small, dynamic teams. We have developed an ambitious "Learning & development policy" to foster personal development and to improve personal skills and competencies. Also we encourage and fully support AST colleagues who are eligible to participate in the Certification Programme.

Our staff benefit from the same mobility policy as the larger EU institutions such as the Commission, Parliament and the Council, because the EDPS is treated as an EU institution for the purposes of the Staff Regulations and the Financial Regulation. As a result, staff can transfer their grade, step, seniority and all the other career elements seamlessly between the EDPS and any of these institutions. The EDPS can be a useful career step for established officials who would like to work with us for a while and then return to continue their careers long-term within the larger institutions.