



LEONARDO CERVERA NAVAS
DIRECTOR

NOTICE OF VACANCY N° 03-2021-EDPS-CA

The European Data Protection Supervisor has decided to hire a Contract Agent function group III (article 3b of the Conditions of employment of other servants of the European Union).

EMPLOYMENT: SECRETARIAT OF THE EUROPEAN DATA PROTECTION SUPERVISOR
HUMAN RESSOURCES BUDGET AND ADMINISTRATION UNIT

1 HR ASSISTANT

CATEGORY AND GRADES: Contractual Agent FGIII (duration of contract: 1 year, renewable)

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 right to privacy when they process personal data or develop new policies. The Human Resources Budget and Administration Unit (HRBA) is in charge of a number of horizontal processes aimed to ensure the means (human, financial and administrative support) for the smooth functioning of the institution.

Acting under the authority of the Supervisor and Director, the contract agent will take part in a number of tasks, in accordance with the instructions of the Head of the HRBA Unit and the Head of activity for HR as well as in close cooperation with the other team members, in particular:

RECRUITMENT (Administrative steps) and CAREER MANAGEMENT

- ✓ Manage the recruitment procedures (permanent and non-permanent staff, interim agents, and external contractors).
- ✓ Selection and recruitment procedures of Seconded National Experts.
- ✓ Implement HR processes and procedures in a timely, consistent and fair manner and in accordance with the established rules.
- ✓ Liaise with the other HR team members for support and advice, actively participate in the HR meetings (provide feedback and suggestions for process improvements).

GECO

- ✓ Act as one of the two GECOs for the EDPS.

- ✓ Provide assistance to staff members and managers regarding time management (TIM module in SYSPER2).
- ✓ Liaise with the salary officer when events influencing the salary occur.
- ✓ Manage the GECO functional mailbox.

INDIVIDUAL RIGHTS AND PERSONAL FILE

- ✓ Provide staff members with information regarding their individual rights and careers.
- ✓ Update personal files in NDP. Manage the EDPS-Individual rights functional mailbox.

MANAGEMENT OF HR INFORMATION SYSTEMS

- ✓ Ensure that all relevant data regarding personnel are properly entered in SYSPER 2 both by the HRBA unit and by the different actors who play a role in the process.
- ✓ Exploit the data gathered within SYSPER2 and other databases as a basis for operational HRM decisions.
- ✓ Generate HR reports.
- ✓ Manage the delegation of SYSPER related rights.
- ✓ Act as point of contact with regards to all SYSPER2 matters.
- ✓ Liaise with all SYSPER2 related stakeholders.
- ✓ Manage the EDPS-SYSPER functional mailbox.

OTHER HR AND ADMINISTRATIVE DUTIES

- ✓ Assist with the drafting and updates of HR procedures.
- ✓ Act as back-up to the traineeship coordinator.
- ✓ Act as back-up to the EDPS Salary officer.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- ✓ Post-secondary education of at least 3 years attested by a diploma, preferably directly related to the nature of the duties; or secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of at least three years;
- ✓ At least 2 years of professional experience in human resources; preferably in an EU institution or body;
- ✓ Excellent knowledge of all SYSPER modules;
- ✓ Very good computer skills, including software used by the European institutions such as Business Objects and Qlikview would be an advantage;
- ✓ Professional experience, knowledge and qualifications in recruitment procedures;
- ✓ Experience in selection procedures would be an advantage;
- ✓ A good knowledge of the Staff regulations and its rules of application to the European institutions;
- ✓ To be flexible, ready for multi-tasking and have problem solving skills;
- ✓ To be meticulous;
- ✓ To be motivated to learn;
- ✓ To have excellent customer oriented and communication skills;

- ✓ Knowledge of the structure and functioning of the European Union;
- ✓ 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 and human relations;
- ✓ A very good knowledge of English is essential, while a good knowledge of French is considered to be an asset. Knowledge of other official languages would be considered as an advantage.

ADMISSIBILITY:

The Selection Panel, assisted by the Human Resources team, will screen the eligible candidates from the spontaneous applications received at functional email box recruitment@edps.europa.eu and from the available CAST lists. Spontaneous applications received after 28/02/2021, may not be considered for this position.

The candidates preselected will be invited to an interview.

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.

For more information, please contact Ms Marian SANCHEZ LOPEZ, HoU of the HRBA Unit, tel. +32 (0) 2.283.19.34.

For an application¹ to be considered valid, candidates must submit:

- a detailed curriculum vitae
- a motivation letter

DEADLINE FOR SUBMITTING APPLICATIONS: FROM 27/01/2021 TO 28/02/2021

Brussels, 27 January 2021


Leonardo CERMEJA NAVAS

¹ All personal data from the applications is processed in accordance with the EDPS Privacy Statement.

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 120 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.