



LEONARDO CERVERA NAVAS
DIRECTOR

NOTICE OF VACANCY N° 24/2019

(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/SC 1-2.

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

1 ADMINISTRATIVE ASSISTANT

CATEGORY AND GRADES : AST/SC 1-2

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 the Director, the official will take part in a number of tasks, in accordance with the instructions of the Head of the HRBA Unit or the Deputy Head of Unit and in close cooperation with the other team members, in particular:

- Performing tasks related to administration, such as :
 - To participate in the planning of logistics needs
 - To assist with building and logistics issues
 - To manage the IT infrastructure
 - To deal with document management & case management system for the Unit
 - To manage access rights to different IT tools
 - To manage the inventory of the institution (in FMS)
 - To order stationary and business cards
 - To act as operational initiating agent for the unit
- Assisting with missions management;
- Providing assistance to the Head of Unit;
- Responsible for the financial ex-post verification;
- Providing assistance to the Procurement Officer as initiating agent;

- Involvement in other horizontal tasks in cooperation with the Human Resources and Finance teams within the unit;
- Other administrative tasks that may be required.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- ✓ Post-secondary education of at least 1 year attested by a diploma directly related to the nature of the duties, or secondary education attested by a diploma giving access to post-secondary education followed by at least 3 years' professional experience in the field of administrative and/or financial management, or professional training of at least 1 year, followed by a minimum of 3 years' professional experience in the field of administrative and/or financial management;
- ✓ Relevant experience in administration management;
- ✓ Very good computer skills, including software used by the European institutions (ABAC, MIPS); knowledge of Business Objet would be an asset;
- ✓ Knowledge of the Financial regulation and its rules of application to the European institutions would be considered as an advantage;
- ✓ Be flexible, service-oriented, 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;
- ✓ Knowledge of the structure and functioning of the European Union;
- ✓ 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 and French is essential. Knowledge of other official languages would be considered as an advantage.

ADMISSIBILITY :

Officials of the Institutions of the European Union in grade AST/SC1-2 as well as laureates of an EPSO competition who are interested in this position and who think they have the necessary qualifications are invited to send a request for transfer/their application to the functional mailbox 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.

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

For an application¹ to be considered valid, candidates must submit:
- the application form

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

- 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 14/11/19 TO 05/12/19

Brussels, 14 November 2019

Leonardo CERVERA NAVAS



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, a 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 officials who would like to work with us for a while and then return to continue their careers long-term within the larger institutions.