



LEONARDO CERVERA NAVAS
DIRECTOR

NOTICE OF VACANCY N° 36/2020

(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 AD 5-10

**EMPLOYMENT: SECRETARIAT OF THE EUROPEAN DATA PROTECTION SUPERVISOR
HR, BUDGET AND ADMINISTRATION UNIT (HRBA)**

1 HRM Officer with coordination tasks

CATEGORY AND GRADES: AD 5-10

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, Director and Head of Unit, the Officer is expected to work in close cooperation with colleagues in his/her unit, and in particular with the Head of Activity HR. He/she will be responsible for a number of HR matters and for the coordination of administration tasks, in accordance with the instructions of the Head of the HRBA Unit, in particular:

HR field:

- ✓ Development and implementation of HRM policies at the EDPS
- ✓ Implementation and further development of the reporting functionality in Sysper2 together with the production of statistics and elements of reporting for the institution
- ✓ HR Forward planning
- ✓ Organisation development (re-organisation, organisation charts)
- ✓ Contribute to the implementation of the Employer branding strategy
- ✓ Contribute to the organisation of an EPSO competition for specialists in DP
- ✓ Representation of the EDPS Administration in inter-institutional committees (such as HR reporting meetings, Syper inter-governance meetings, CPQS, Comité du Statut, EPSO Working group, etc.)
- ✓ Implementation and further development of the equal opportunities strategy of the EDPS

Administration field:

- ✓ Coordination of the administration tasks performed by a team of two people
- ✓ Coordination of the “Data Protection House” project (planning, fitting-out works of the building, organisation of moves, coordination with external stakeholders)
- ✓ Contribute to the management of the Covid 19 crisis

REQUIRED QUALIFICATIONS AND EXPERIENCE:**Selection criteria:**

- ✓ to have successfully accomplished and completed university studies preferably in the field of HR attested by a diploma;
- ✓ to have a very good knowledge of Sysper;
- ✓ to have a very good knowledge of the Staff Regulations and CEOS;
- ✓ to have at least 3 years of experience in human resources matters;
- ✓ to have very good drafting skills;
- ✓ to have a sufficient knowledge of the structure and functioning of the European Union and of its institutions, the treaties and other fields in relation to the position;
- ✓ to have a very structured approach to the work and being imaginative;
- ✓ to be able to work in an autonomous manner and to take initiative;
- ✓ to have the ability and to be ready to work in a small team in the dynamic environment of a young institution;
- ✓ a 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 necessary. Knowledge of other official languages would be considered as an advantage.

Other competencies:

The position requires the ability to work effectively under pressure and to be able to meet deadlines, while dealing with very different areas.

Due to the nature of the work, the ideal candidate must be flexible, versatile, dynamic, solution-oriented and responsible.

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

ADMISSIBILITY :

Officials of the Institutions of the European Union in grades AD 5-10 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.

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.

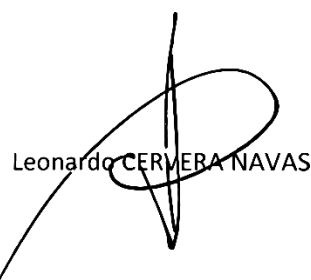
For more information, please contact Ms Marian SANCHEZ LOPEZ, Head of the HRBA Unit, tel. +32 (0) 2.283.19.34.

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

- the application form
- a detailed curriculum vitae and a motivation letter
- 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 14/12/2020 TO 15/01/2021

Brussels, 14/12/2020

A handwritten signature in black ink, consisting of a large, stylized loop that crosses itself, followed by a vertical line and a small flourish at the end.

Leonardo CERVERA NAVAS

¹ 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 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, 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.