



LEONARDO CERVERA NAVAS
DIRECTOR

NOTICE OF VACANCY N° 22/2020

(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 1-7

EMPLOYMENT : SECRETARIAT OF THE EUROPEAN DATA PROTECTION SUPERVISOR

RECORDS MANAGEMENT SECTOR

1 ASSISTANT

CATEGORY AND GRADES : AST 1-7

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 Records Management Sector (RMS) is in charge of records and archives management activities and provides internal operational support within the EDPS.

Acting under the authority of the Supervisor and Director, the assistant will take part in a number of tasks, in accordance with the instructions of the Head of the Records Management Sector and in close cooperation with colleagues.

The selected candidate will contribute in particular to the following:

-) further developing, implementing and following-up corporate records management policies and procedures;
-) updating filing plans and retention schedules;
-) maintaining and further developing the case and records management system used within EDPS, including first line users' support and liaison with service providers;
-) providing support and advice on records, archives and information management to colleagues;

-) implementing records appraisal and related actions;
-) developing and implementing a preservation strategy for electronic records;
-) preparing archival descriptions of archives selected for permanent preservation according to international standards.

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 in the field of records and archives management of at least three years;
- sufficient knowledge of the structure and functioning of the European Union and of its institutions;
- knowledge of legislation or practice concerning records management and archiving with regard to the EU institutions and bodies, and/or professional experience in the field would be considered an asset;
- excellent organisational skills and sense of responsibility;
- capacity to deliver in a structured way;
- ability to work autonomously but also a strong sense of teamwork;
- excellent computer skills; sound knowledge of MS Office package (in particular Word, Excel, PowerPoint);
- experience in the maintenance, development, testing of an IT solution for records and/or archives management would be considered an asset;
- good communication skills;
- ability to work in a small team in a dynamic environment;
- 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 desirable. Knowledge of 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 1-7 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 Luisa PALLA, HoS Records Management tel. +32 2 283 19 36.

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

- the application form
- 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 11/05/2020 TO 08/06/2020

Brussels, 11/05/2020


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 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.