



LEONARDO CERVERA NAVAS
DIRECTOR

NOTICE OF VACANCY N° 26/2019

(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 1-5

**EMPLOYMENT: SECRETARIAT OF THE EUROPEAN DATA PROTECTION SUPERVISOR
1 ADMINISTRATIVE ASSISTANT**

1 Administrative Assistant for the EDPB Secretariat

CATEGORY AND GRADES : AST1-5

PLACE OF EMPLOYMENT : BRUSSELS

JOB DESCRIPTION :

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

The regulation (EU) 2016/679 provides for the establishment of the European Data Protection Board (EDPB), a body of the Union with legal personality that shall act independently and which is responsible for promoting the correct and consistent interpretation and application of the Regulation and for promoting cooperation between supervisory authorities throughout the Union.

The EDPB has been established on 25 May 2018 and is composed of the Heads of national data protection supervisory authorities and the European Data Protection Supervisor. The EDPB receives analytical, administrative and logistical support from the EDPB Secretariat that is provided by the EDPS.

The EDPS is seeking a candidate to perform the tasks of an Administrative Assistant for the EDPB Secretariat.

Acting under the authority of the Head of the EDPB Secretariat, the assistant will ensure general operations and admin support in accordance with the instructions of the Chair of the EDPB.

The selected candidate will have the following tasks and duties:

- assisting the Head of the EDPB Secretariat in the management of the Secretariat, by supporting the planning, follow-up of the activities of the Secretariat and taking minutes of the Sector meeting;
- provide the logistic and administrative support for the organisation of the EDPB plenary and expert group meetings and other events including meeting schedule, room facilities, catering, security, and reimbursements of participants;
- managing translation and proofreading requests;
- administering the functional mailbox of the EDPB Secretariat;
- formatting the EDPB documents before their publication;
- acting as operational initiating agent (OIA);
- any other logistic or administrative matters identified by the Head of the EDPB Secretariat.

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,
- to have excellent organisational skills;
- capacity to deliver in a structured way;
- to have excellent computer skills: experience relating using MS Office (especially Word, PowerPoint, Excel);
- sense of responsibility, initiative, human relations,
- excellent communication skills;
- to have a sufficient knowledge of the structure and functioning of the European Union and its main communication events;
- 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 is necessary and of French desirable. Knowledge of other official languages would be considered as an advantage.

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.

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 Isabelle VEREECKEN, Head of the EDPB Secretariat, tel. +32 (0) 2.283.19.35.

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 that the candidate is a laureate.

DEADLINE FOR SUBMITTING APPLICATIONS: FROM 18/12/2019 TO 22/01/2020

Brussels, 18/12/2019


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.