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
INFORMATION AND COMMUNICATION SECTORS OF THE EDPS AND EDPB

1 ASSISTANT (F/M)

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

**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 (EUIs) respect the rights to privacy and protection of personal data when they process personal data or develop new policies.

Acting under the authority of the Supervisor and Director of the EDPS, the Assistant will take part in a number of tasks in accordance with the instructions of the Heads of the Information & Communication Sectors. The selected candidate will be assisting in the information and communication activities, including:

**Tasks:**

- assistance and administrative support to the Information and Communication teams of the EDPS and the EDPB;
- assistance with financial and budgetary tasks and procedures for the Information and Communication teams of the EDPS and the EDPB, including procurement;
- coordination of translations and proofreading for the Information and Communication teams of the EDPS and the EDPB;
- updates of the website and intranet (back-up);
- support with event organisation and study visits (back-up).

**Competences:**

- a dynamic person with very good organisational skills, apt at multi-tasking;
- a keen eye for detail and a high level of precision;
- good budgetary and financial skills at the level of financial initiator with previous experience in the field of finance and budget, and a good knowledge of the financial systems, rules and procedures applied by the European Commission as well as related software (ABAC, etc.) is an important asset;
- in-depth knowledge of office tools and software (Excel, Word, etc.);
- a keen sense of team spirit, customer service and confidentiality;
- a great ability to work under pressure in a demanding environment.
REQUIRED QUALIFICATIONS AND EXPERIENCE:

– a level of post-secondary education preferably in the field of communication or journalism 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 writing and organisational skills and experience in press office work including short deadlines;
– to have good computer skills: experience relating using MS Office (specially Word, PowerPoint, Excel), social networks and web content management system will be an advantage;
– 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 a dynamic environment;
– English mother tongue level. A good knowledge of French or German is desirable. Knowledge of other official languages would be considered as an advantage.

We especially look for someone who fits 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:

The Selection Panel, assisted by the Human Resources team, will screen the eligible candidates from the spontaneous applications1 received at functional email box recruitment@edps.europa.eu and from the available CAST lists. Spontaneous applications received after the 30/04/2020, 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.

Brussels, 26/03/2020

Leonardo CEREBRA NAVAS

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