



LEONARDO CERVERA NAVAS
DIRECTOR

NOTICE OF VACANCY N°3/2020

(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 5-8

**EMPLOYMENT: SECRETARIAT OF THE EUROPEAN DATA PROTECTION SUPERVISOR
EDPB SECRETARIAT**

1 RECORDS MANAGEMENT ADMINISTRATOR

CATEGORY AND GRADES : AD 5-8

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. The EDPB 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 a Records management Administrator for the EDPB Secretariat.

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

The selected candidate will have the following tasks and duties:

-) Conduct conceptual reflections and contribute to develop and implement a record management system and procedure
-) Identify the types of documents and files specific to the fields of activity of the EDPB which need to be recorded;
-) Set up and maintain an EDPB filing plan and retention schedule and related records management tools in cooperation with relevant internal stakeholders, including the Data Protection Officer;
-) Describe the needs of the EDPB to enable the identification of an Electronic Records Management System (ERMS) to implement;
-) Ensure application of the policies concerning in particular registration, filing, conservation and transfers of documents (both paper and electronic);
-) Ensure the records management policy supports the process of responding to access requests to documents by the EDPB;
-) Promote good records management practices and adherence through day-to-day advice and support to the team with regard to document management issues;
-) Advise the management on the established practices in the field and develop innovative solutions tailored to internal needs;
-) Contribute to develop and implement archiving policies;
-) Administer the functional mailbox of the EDPB Secretariat and of the EDPB external functional mailbox, circulate emails to the responsible case officer, sort messages in their pertinent folders and circulate information to EDPB members in an efficient manner;
-) Maintain the registers of incoming/outgoing letters and EDPB documents;
-) Maintain the case file registers until an Electronic Records Management System is in place;
-) Act as a back-up for the preparation of the EDPB documents to circulate for plenary meetings in accordance with the agenda;
-) Any other matters identified by the Head of the EDPB Secretariat.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- A level of education which corresponds to completed university studies of at least 3 years attested by a diploma. The diploma must include at least 2 years of studies or training in archives, information/knowledge management or records management or be accompanied by a diploma in archives, information/knowledge management or records management;
- The diploma(s) must be followed by at least 3 years' professional experience relevant to the duties. Professional experience will be taken into account only after the date of obtainment of the diploma in the field;
- 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;

- 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 AD 5-8 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 VERECKEN, 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 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 03/02/2020 UNTIL 21/02/2020

Brussels, 31 January 2020


Leonardo CERMEJA 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.