



LEONARDO CERVERA NAVAS
DIRECTOR

NOTICE OF VACANCY N° 17/2020

(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
UNIT SUPERVISION & ENFORCEMENT**

1 ADMINISTRATIVE 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.

Acting under the authority of the Supervisor and Director, the Administrative Assistant will assist the Head and unit members of the Supervision & Enforcement unit. The selected candidate will contribute to the execution of tasks related to the activities of the Unit, such as:

- assisting the Head of the Supervision & Enforcement Unit (HoU) in the management of the Unit by supporting the planning and follow-up of the activities of the Unit;
- providing support and organising events and meetings with internal and external experts, including reimbursement of experts, using the AGM system as well as budgetary requests related to events and meetings. Providing operational support on the days of the event(s);
- managing translation requests and assisting in the budget forecast for such requests;
- assisting in the file management system (CMS), filing and archiving electronic and paper documents;
- dealing with other logistic or administrative matters identified by the HoU and the unit members, such as organising the Away Day and assisting in the reviews of the Annual Management Plan, the Annual Report, draft budget planning etc.;

- setting up of collaborative platform (CIRCABC);
- collection/research of documents in connection with internal and external meetings as well as general reference materials;
- preparation, formatting and quality check of documents using Word, Power Point and Excel;
- support in connection with missions;
- functional mailbox management

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;
- work experience as an Administrative Assistant will be considered as an advantage;
- sufficient knowledge of the structure and functioning of the European Union and of its institutions, in relation to the position;
- excellent planning and organisational skills;
- capacity to deliver in a structured way;
- good knowledge of information technologies, experience relating using MS Office (Word, Power Point and Excel), Outlook, AGM and Sysper.
- good editorial skills;
- good knowledge of financial procedures will be an advantage;
- ability to work in a team, in the dynamic environment of a young institution;
- 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. Delphine HAROU, Head of Unit Supervision and Enforcement, tel. +32 (0) 28.31.919.

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 12/02/2020 TO 04/03/2020

Brussels, 12/02/2020

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.