



EUROPEAN DATA PROTECTION SUPERVISOR

LEONARDO CERVERA NAVAS

DIRECTOR

NOTICE OF VACANCY N° 02-2021-EDPB-CA

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 (EDPB UNIT)**

1 ASSISTANT

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 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 Assistant for the EDPB Secretariat.

Acting under the authority of the Head of the EDPB Secretariat, and under the coordination of the Team leader for administrative matters, the candidate will ensure general operations and administrative support in accordance with the instructions of the Chair of the EDPB.

TASKS:

-) 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 Unit meeting;
-) providing logistic and administrative support for the organisation of the EDPB plenary and expert group meetings and other events including booking of meeting room and remote connection, room facilities, catering, invitation and reimbursement of participants, circulation of meeting documents, participant access;
-) communicating with EDPB members to problem-solve and respond to requests;
-) managing translation and proofreading requests;
-) administering the functional mailbox of the EDPB Secretariat;
-) formatting EDPB documents before their publication;
-) any other logistic or administrative tasks 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, apt at multi-tasking;
-) a keen eye for detail and a high level of precision;
-) capacity to deliver in a structured way;
-) to have excellent computer skills: experience with MS Office (especially Word and 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 growing team in the dynamic environment of a young institution;
-) a keen sense of team spirit, customer service and confidentiality;
-) a great ability to work under pressure in a demanding environment;
-) a thorough knowledge of one of the official languages of the European Union and a very good knowledge of English is necessary. Knowledge of other official languages, in particular of French, would be considered an advantage.

We especially look for someone who fits in a collegial and professional working environment, where we appreciate good cooperation, transparency, sharing of information and creativity, and who enjoys engaging constructively with stakeholders, based on our core values: integrity, impartiality, transparency and pragmatism.



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SELECTION:

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 12/04/2021, 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.

For an application² to be considered valid, candidates must submit:

- a detailed curriculum vitae
- a motivation letter

DEADLINE FOR SUBMITTING APPLICATIONS: FROM 22/03/2021 to 12/04/2021

Brussels, 19/03/2021


Leonardo CERVERA NAVAS

¹ All personal data from the applications is processed in accordance with the EDPS Data protection notice.

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EDPS
EUROPEAN DATA PROTECTION SUPERVISOR

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.