



LEONARDO CERVERA NAVAS
DIRECTOR

NOTICE OF VACANCY 11-2021-EDPS-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**
Information and Communication (I&C) Sector

1 GRAPHIC DESIGNER

CATEGORY AND GRADES: Contract Agent FG III (One-year contract, renewable)

PLACE OF EMPLOYMENT: BRUSSELS

JOB DESCRIPTION:

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

Acting under the authority of the Supervisor and Director, the contract agent will take part in a number of tasks in accordance with the instructions of the Head of the I&C Sector. In particular, the successful candidate will be tasked with:

-) Managing independently the production of illustrative material from briefings through to design;
-) Advising with regard to design style, format, print production and timescales;
-) Developing layouts and artworks for online (e.g. website, intranet, social media) and paper publications (e.g. factsheets, brochures, infographics);
-) Reviewing final layouts and suggesting improvements if required;
-) Cooperating with copywriters, photographers, audio-visual service providers and web developers;
-) Cooperating with print houses and ensuring that deadlines are met and the materials are printed to the highest quality;
-) Working with a wide range of media, including photography and computer-aided design;
-) Working on audio (podcasts) and video production (short videos);
-) Assisting the Information and Communication team with website and intranet management.



REQUIRED QUALIFICATIONS

-) a level of post-secondary education attested by a diploma, preferably in the field of graphic design;
-) having successfully passed a FGIII EPSO CAST; or willing to be tested in an FGIII CAST (only candidates who have successfully passed an FGIII CAST may be recruited).

EXPERIENCE

-) Excellent knowledge of and experience with the Adobe Suite (Photoshop, InDesign, Illustrator);
-) Experience in using video editing and production software such as Adobe Premiere/Final Cut, Adobe After Effects or similar;
-) Experience in working with Content Management Systems (e.g. Drupal, Wordpress, Joomla, Sharepoint) and CSS/HTML;
-) Experience in creating / adapting web designs and transforming them into HTML/CSS;
-) Experience with integration of HTML/CSS in Drupal CMS would be an asset;
-) Good knowledge of audio editing software for the creation of podcasts;
-) Experience relating using MS Office (especially Word, PowerPoint, Excel), Outlook);
-) Good knowledge of the structure and functioning of the European Union and of its institutions;
-) Ability and willingness to work in a small team in the dynamic environment of a relatively 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 is necessary.

SKILLS

-) Excellent IT skills, especially with design and photo-editing software;
-) Exceptional creativity and innovation;
-) Excellent time management and organisational skills;
-) Accuracy and attention to detail;
-) An understanding of the latest trends in visual production;
-) Professional approach to time, costs and tight deadlines.

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 applications received at functional email box recruitment@edps.europa.eu and from the available CAST lists. **Spontaneous applications received after 23/04/2021, 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 form.

For more information, please contact Mr Olivier ROSSIGNOL, Head of the I&C Sector, via e-mail olivier.rossignol@edps.europa.eu or tel. +32 2 28 31935

For an application¹ to be considered valid, candidates must submit:

1. a detailed curriculum vitae, and
2. a motivation letter.

DEADLINE FOR SUBMITTING APPLICATIONS: FROM 30/03/2021 TO 23/04/2021

Brussels, 30 March 2021



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 120 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.