



LEONARDO CERVERA NAVAS  
DIRECTOR

**NOTICE OF VACANCY N° 12-2021-EDPS-CA**

The European Data Protection Supervisor has decided to hire a Contract Agent function group II (article 3b of the Conditions of employment of other servants of the European Union).

**EMPLOYMENT:** SECRETARIAT OF THE EUROPEAN DATA PROTECTION SUPERVISOR  
HUMAN RESSOURCES BUDGET AND ADMINISTRATION UNIT

**1 SECRETARY**

**CATEGORY AND GRADES:** Contractual Agent FGII (duration of contract: 1 year, renewable)

**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 right to privacy when they process personal data or develop new policies. The Human Resources Budget and Administration Unit (HRBA) is in charge of a number of horizontal processes aimed to ensure the means (human, financial and administrative support) for the smooth functioning of the institution.

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 HRBA Unit in close cooperation with the other team members, in particular:

**SECRETARIAT OF THE UNIT**

- ✓ Registration of incoming and outgoing correspondence (electronic and in paper) and internal dissemination of information to relevant staff members as appropriate;
- ✓ Filing and archiving electronic and paper documents;
- ✓ Functional mailbox management;
- ✓ Preparation and formatting of documents using Word, Power Point, and Excel;
- ✓ Secretarial support in connection with travel and missions;
- ✓ Support for the organisation and budgetary requests related to events and meetings, (also online, as necessary) including reservation of rooms, catering orders, reimbursement of participants;
- ✓ Collection of documents in connection with internal and external meetings as well as general reference materials.

### **ADMINISTRATIVE TASKS**

- ✓ Provide assistance as back-up to the EDPS GEMI (person in charge of MIPs);
- ✓ Provide assistance with all tasks related to the reimbursement of experts in AGM;
- ✓ Provide assistance with the implementation of ARES at the EDPS;
- ✓ Manage requests linked to credit cards;
- ✓ Provide assistance as back-up to the GBI (person in charge of building related matters), including the inventory;
- ✓ Provide assistance to the HRBA Head of Unit with the validation of TIM requests for the unit;
- ✓ Manage the orders related to business cards and office supplies ;
- ✓ Acting as the person of contact for the HRBA Unit with requests related to the unit's intranet updates.

### **REQUIRED QUALIFICATIONS AND EXPERIENCE:**

- ✓ Post-secondary education of at least 3 years attested by a diploma, preferably directly related to the nature of the duties; or secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of at least three years;
- ✓ At least 2 years of professional experience as secretary or administrative assistant; preferably in an EU institution or body;
- ✓ Very good knowledge of MIPs and ARES;
- ✓ Good knowledge of SYSPER's TIM module;
- ✓ Very good computer skills;
- ✓ To be flexible, ready for multi-tasking and have problem solving skills;
- ✓ To be meticulous;
- ✓ To be motivated to learn;
- ✓ To have excellent organisation skills;
- ✓ To have excellent customer oriented and communication skills;
- ✓ Knowledge of the structure and functioning of the European Union;
- ✓ Ability for inter-institutional cooperation;
- ✓ Ability to work in a small team in the dynamic environment of a young institution;
- ✓ Sense of responsibility, initiative and human relations;
- ✓ A very good knowledge of English is essential, while a good knowledge of French is considered to be an asset. Knowledge of other official languages would be considered as an advantage.

### **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](mailto:recruitment@edps.europa.eu) and from the available CAST lists. Spontaneous applications received after 28/04/2021, 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 more information, please contact Ms Marian SANCHEZ LOPEZ, HoU of the HRBA Unit, tel. +32 (0) 2.283.19.34.

For an application<sup>1</sup> to be considered valid, candidates must submit:

- a detailed curriculum vitae
- a motivation letter

**DEADLINE FOR SUBMITTING APPLICATIONS: FROM 07/04/2021 TO 28/04/2021**

Brussels, 7th of April 2021

  
Leonardo CERMEJA NAVAS

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

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.