



EUROPEAN DATA PROTECTION SUPERVISOR

**LEONARDO CERVERA NAVAS**  
DIRECTOR

**NOTICE OF VACANCY N° 04-2021-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 COMMUNICATION 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 Communication 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 Information and Communication, the selected candidate will be assisting in the information and communication activities related to the setting up of the future EDPB Secretariat with the following tasks:

- Media monitoring and compilation of daily press review;
- Development of written material (articles, briefing notes, speaking points, leaflets, and other publications; video scripts and content for social media);
- Assistance to press office: replying to media queries; contributing to press release and organising media briefings; updating of media databases;
- Assistance in events organisation (EU Open days, Data Protection Day, ...);
- Replying to queries for information;
- Coordination of network of press officers at national level;
- Coordination of speaking engagements of EDPB Presidency;
- Proofreading and editing;
- Carrying out research assignments.



### **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;
- Has succeeded the tests of a FGIII EPSO CAST;
- Relevant professional experience will be considered an advantage;
- Excellent writing skills and experience in press office work including short deadlines;
- Experience in organisation of events;
- Pro-activity, team spirit and good organisational skills will be considered an advantage;
- Good computer skills: experience relating using MS Office (specially Word, PowerPoint, Excel), social networks and Web Content Management Software: Jahia and Drupal will be an advantage;
- Sufficient knowledge of the structure and functioning of the European Union and its main policies;
- The flexibility and willingness to work in a small team in the dynamic environment of a small institution;
- A thorough knowledge of one of the official languages of the European Union and basic knowledge of another EU language. For practical reasons, an excellent knowledge of English is necessary and basic knowledge of French or German would be considered an advantage.

### **ADMISSIBILITY :**

The Selection Panel, assisted by the Human Resources team, will screen the eligible candidates from the spontaneous applications sent to [recruitment@edps.europa.eu](mailto:recruitment@edps.europa.eu) and from the available CAST lists. Spontaneous applications received after the 04/06/2021 may not be considered. The candidates preselected will be invited to an interview.

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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 Greet Gysen, Head of Activities - Information and Communication, tel. +32 (0) 2.283.19.46.

Brussels, 10/05/2021

  
Leonardo CERVERA NAVAS



## 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.