



LEONARDO CERVERA NAVAS  
DIRECTOR

**NOTICE OF VACANCY N° 18/2021-edps-ta**

(Publication under Articles 2 (b) and 8 of the Conditions of Employment of Other Servants of the EU (CEOS))

The European Data Protection Supervisor (EDPS) has decided to fill a vacancy in his establishment plan for the grades AD5-9.

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

**1 ADMINISTRATOR - TEAM LEADER**

**CATEGORY AND GRADES: TEMPORARY AGENT AD8**

(duration of contract 4 years maximum, with possible 2-year renewal)

**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 the Director, the Team Leader is expected to work in close cooperation with colleagues in his/her unit and in other unit/sectors and with higher management. He/she will act as a contact point on matters relating to Budget, Finance, Procurement and Accounting, both internally and externally. He/she will be responsible for a number of tasks, in accordance with the instructions of the Head of the HRBA Unit, in particular:

**BUDGET**

- ✓ Preparation of the draft budget
- ✓ Monitoring and reporting the execution of the budget
- ✓ Follow-up the discharge procedure

**FINANCE**

- ✓ Acting as verifying agent of financial transactions in ABAC
- ✓ Ensure the respect of the Financial Regulations
- ✓ Drafting & supervision of financial procedures

## PROCUREMENT

- ✓ Responsible for the smooth execution of calls for tenders and lead negotiations – whenever appropriate
- ✓ Managing public procurement with supervision of the entire procedure (ex-ante publication, drafting of tendering documents, selection of candidates, participation in evaluation committees, signature of the contract, management and archiving of the contract documents, ex-post publication, follow-up of the contract with the consumption chart and endorsements)
- ✓ Monitoring and follow up of the FWCs in which the EDPS participates

## ACCOUNTING CORRESPONDENT

- ✓ Acting as contact point for, and ensuring follow-up of, all accounting related matters (updating the accounting methodology, accounting quality, cut-off, preparation of the annual accounts, etc.).

Other tasks that may be required to be performed:

- ✓ Provide assistance to the HRBA Head of Unit on consultation about financial issues
- ✓ Responsible for the following up of new updates on the Financial Regulations or any other related regulations or decisions
- ✓ Represent the EDPS in inter-institutional working groups or meetings
- ✓ Liaising with the Legal Service/Central Financial Service (requests for advice, preparation of legal aspects)

## **REQUIRED QUALIFICATIONS AND EXPERIENCE:**

- ✓ To have successfully accomplished and completed university studies in a relevant field attested by a diploma;
- ✓ To have relevant experience of at least 3 years in finance or public procurement; preferably in an EU Institution/Body;
- ✓ To have experience in budgeting and/or accounting would be an advantage;
- ✓ Coordination skills, experience in coordinating a team;
- ✓ Very good drafting skills;
- ✓ Very good computer skills, including software used by the European institutions, ABAC in particular; knowledge of Business Objet would be an asset;
- ✓ Be flexible, autonomous, ready for multi-tasking, and have problem solving skills;
- ✓ Ability for inter-institutional cooperation;
- ✓ Ability to work in a small team in the dynamic environment of a young institution;
- ✓ Sense of responsibility, organisation, initiative, human relations and communication;
- ✓ Knowledge of the structure and functioning of the European Union;
- ✓ 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 essential. Knowledge of other official languages would be considered as an advantage.

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.

**SELECTION PROCEDURE:**

Pre-selected candidates will be invited to an interview. A written test to assess drafting skills may be organised after the interviews. The candidates will be informed in due time.

**ADMISSIBILITY:**

Candidates who are interested in this position and who think they have the necessary qualifications are invited to send their application to the functional mailbox [Recruitment@edps.europa.eu](mailto: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 Marian SANCHEZ LOPEZ, Head 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 motivation letter;
- a curriculum vitae;

The CV and the motivation letter attached to the email must be in PDF format (maximum size of 2MB per document). Any other documents you wish to attach (e.g. references, certificates, etc.) must be merged into one single PDF document (maximum size of 2MB).

**DEADLINE FOR SUBMITTING APPLICATIONS: FROM 14/07/2021 TO 30/07/2021**

Brussels, 14/07/2021

  
Leonardo CERVEIRA NAVAS

---

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