



**LEONARDO CERVERA NAVAS**  
**DIRECTOR**

**NOTICE OF VACANCY 21-2021-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 SECTOR (I&C)**

**1 COMMUNICATION ASSISTANT**

**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:

- Planning and assistance in events organisation (e.g. EU Open days, Data Protection Day, conferences, exhibitions etc);
- Assistance in planning, organising and managing study visits;
- Cooperation with external contractors in events management and communication activities;
- Media monitoring and compilation of weekly press review;
- Planning and development of daily social media content and social media campaigns (Twitter, LinkedIn, YouTube) and coordination of visuals with the graphic designer;
- Assistance to press office: replying to media queries; contributing to press release and organising media briefings; updating of media databases;
- Drafting replies to information requests;
- Drafting content for the website;
- Publishing documents on the EDPS website and the EDPS intranet;
- Video recording and editing.

## **REQUIRED QUALIFICATIONS & EXPERIENCE**

- A level of post-secondary education, preferably in the field of communication or journalism 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;

## **REQUIRED COMPETENCES**

- Excellent writing skills, including the ability to work under short deadlines;
- Good computer skills: experience relating using MS Office (specially Word, PowerPoint);
- Sufficient knowledge of the structure and functioning of the European Union;
- Organising events;
- Flexibility and willingness to work in a small team in a dynamic environment;
- Excellent time management and organisational skills;
- Accuracy and attention to detail;
- 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.

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 [edps-selections@edps.europa.eu](mailto:edps-selections@edps.europa.eu) and from the available CAST lists. **Spontaneous applications received after 25/10/2021 at 12:00 (Brussels time) may not be considered for this position.**

Preselected candidates will be invited to an interview.

Please note: In order to be eligible for recruitment as a contractual agent, preselected candidates need to pass an EPSO CAST FG III test.

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](mailto:olivier.rossignol@edps.europa.eu) or tel. +32 2 28 31935**

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

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

**DEADLINE FOR SUBMITTING APPLICATIONS: Monday 25/10/2021 at 12:00, Brussels time.**

Brussels, 7 October 2021

Leonardo CERVEBA NAVAS

A handwritten signature in black ink, consisting of a large, stylized 'L' and 'C' intertwined, with a vertical line through the center. The signature is positioned above the printed name 'Leonardo CERVEBA NAVAS'.

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<sup>1</sup> 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.