



LEONARDO CERVERA NAVAS
DIRECTOR

NOTICE OF VACANCY N° 22-2021-EDPS-FO

(Publication under Article 29, paragraphs 1 a), b) and c) of the Staff Regulations)

The European Data Protection Supervisor (EDPS) has decided to fill a vacancy in its establishment plan for an Assistant position

EMPLOYMENT:

SECRETARIAT OF THE EUROPEAN DATA PROTECTION SUPERVISOR

HUMAN RESOURCES, BUDGET & ADMINISTRATION UNIT

1 HUMAN RESOURCES ASSISTANT (AST 1-9)

CATEGORY AND GRADES:
“ASSISTANT” WITH

OPEN FOR LAUREATES AND OFFICIALS IN FUNCTION GROUP

CURRENT GRADES AST 1-7

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 assistant will take part in a number of tasks, in accordance with the instructions of the Head of the HRBA Unit and the Head of the HR sector as well as in close cooperation with the other team members, in particular:

RECRUITMENT and CAREER MANAGEMENT

- ✓ Manage recruitment procedures (permanent and non-permanent staff, seconded national experts, interim agents, and external contractors);
- ✓ Prepare and follow-up recruitment, career and personal files in SYSPER;
- ✓ Manage arrivals and departures of staff members.

GECO - TIME MANAGEMENT AND MEDICAL SERVICE

- ✓ Act as one of the two GECOs (time management contact persons) for the EDPS and take part in the monitoring of the procedures relating to personnel rights (leave, absences, etc.);
- ✓ Provide assistance to staff members and line managers regarding working time management (TIM module in SYSPER);
- ✓ Act as contact person for medical files and relations with the European Commission medical service.

INDIVIDUAL RIGHTS AND PERSONAL FILE

- ✓ Provide staff members with information regarding their individual rights and careers;
- ✓ Manage staff's individual rights;
- ✓ Keep staff's personal files up to date.

MANAGEMENT OF HR INFORMATION SYSTEMS

- ✓ Ensure that staff data are correctly encoded in SYSPER by all relevant actors involved in HR workflows;
- ✓ Exploit staff data from SYSPER and other databases to inform operational HRM decisions;
- ✓ Generate HR reports.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- ✓ At least 2 years of professional experience in human resources, preferably gained within an EU institution environment;
- ✓ Excellent knowledge of SYSPER and its core modules;
- ✓ Very good computer skills, including software used by the European institutions. Knowledge of Business Objects and Qlikview would be an advantage;
- ✓ Experience in recruitment and hands-on knowledge of applicable rules and procedures in an EU institution environment;
- ✓ Experience in selection procedures would be an advantage.
- ✓ A good knowledge of the Staff regulations and its rules of application to the European institutions;
- ✓ To be flexible, ready for multi-tasking and have problem solving skills;
- ✓ To be meticulous and care for detail;
- ✓ To be motivated to learn;
- ✓ Excellent inter-personal, customer orientation and communication skills;
- ✓ Ability to liaise and cooperate with counterparts from other EU institutions, in particular Commission's services;
- ✓ Ability to work in a small team in the dynamic environment of a young institution;
- ✓ Sense of responsibility, organisation, 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:

Officials of the Institutions of the European Union in function group **AST (Assistant) with current grades AST 1-7** who are interested in this position and who think they have the necessary qualifications, as well as laureates of an EPSO AST competition are invited to send their application to the functional mailbox edps-selections@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 Anne-Françoise REYNDERS, Head of Sector HR tel. +32 2 283 19 30.

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

- the application form
- a detailed curriculum vitae
- an official document attesting the status of an official (category, grade), the different posts held in the EU institutions and bodies, and a copy of the last two evaluation reports; or an official document from EPSO attesting that the candidate is a laureate.

DEADLINE FOR SUBMITTING APPLICATIONS: Friday 3 December 2021 at 12:00, Brussels time.

Brussels, 16 November 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 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.