



## **ADMINISTRATIVE SUPPORT TO THE UNIT**

- ✓ Take, transcribe and prepare notes, minutes, routine correspondence, presentations and other texts that are needed for the overall service activity;
- ✓ Provide lay-out and quality check of documents using Word, Excel and / or PowerPoint;
- ✓ Provide assistance with HRBA's planning activities (coordination of contributions, preparation of the Annual Management Plan, etc.);
- ✓ Prepare / copy correspondence for transmission;
- ✓ Provide support with travel arrangements, mission orders and declaration of costs for HRBA colleagues according to needs and priorities;
- ✓ Provide support for the organisation of meetings (room reservation, catering orders, verification of invoices related to these meetings, etc.);
- ✓ Other horizontal tasks of administrative nature.

## **DOCUMENT MANAGEMENT**

- ✓ Contribute to archiving correspondence (including registering in the EDPS Case Management System) and to storing, reproducing, circulating and / or retrieving documents;
- ✓ Open, register and filter incoming mail, route mail to appropriate individuals and keep mailing lists up to date;
- ✓ Contribute to the management of HRBA functional mailboxes: dispatching of correspondence; registration of emails in the case management system.

## **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;
- ✓ Having successfully passed a FGII EPSO CAST; or willing to be tested in an FGII CAST (only candidates who have successfully passed an FGII CAST may be recruited);
- ✓ At least 2 years of professional experience as secretary or administrative assistant; preferably in an EU institution or body;
- ✓ Very good knowledge of Outlook, MIPS and ARES;
- ✓ Very good computer skills;
- ✓ To be flexible, ready for multi-tasking and have problem solving skills;
- ✓ To be meticulous and care for detail;
- ✓ 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 would be considered an advantage;
- ✓ 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 applications received at the functional email box [edps-selections@edps.europa.eu](mailto:edps-selections@edps.europa.eu) and from the available CAST lists. Applications received after 10/12/2021 at 12.00 (Brussels time), 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 form.

For more information, please contact Ms Maria SANCHEZ LOPEZ, Head of the HRBA Unit, tel. +32 2 283 19 34.

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

- a detailed curriculum vitae, and
- a motivation letter.

**DEADLINE FOR SUBMITTING APPLICATIONS: Friday 10 December 2021 at 12:00, Brussels time.**

Brussels, 18 November 2021.

  
Leonardo CERMEVA 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 130 staff members, most of which are EU officials but also contractual 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.