



**EUROPEAN
DATA PROTECTION
SUPERVISOR**

**VACANCY
NOTICE**

The EDPS is looking for a
HR ASSISTANT

Vacancy notice n°	05-2022- EDPS-FO
Type of post	AST
Grade	1-7
Publication under	Article 29(1)(a), (b) and (c) of the Staff Regulations
Place of employment	Brussels (Belgium)
Deadline for applications	31/03/2022 (Brussels time GMT+1) at 12:00

WHO ARE WE?

The EDPS - a young and dynamic institution

The European Data Protection Supervisor (EDPS), a young EU institution established in 2004, in Brussels, Belgium, is the independent data protection authority of the EU institutions and the advisor of the EU legislator on data protection matters. We strive to be an impartial centre of excellence in order to embed a strong data protection culture in the EU institutions and the legislation emanating from them. We also closely follow technological developments and try to anticipate their impact on the privacy of individuals. Our organisation employs about 120 staff members, most of whom are EU officials, but we also welcome Contract Agents and Seconded National Experts, working full-time or part-time.

The EDPS - a great place to work

We value a strong culture of respect, flat hierarchical structures and an open door policy to foster innovative ideas and a strong collaboration between colleagues. To ensure our staff's well-being and motivation, we believe that it is essential to create a healthy organisational climate and to strike a good work-life balance. To achieve this, we offer various flexible working arrangements, as well as learning and development opportunities, such as job-shadowing and training programmes.

WHO ARE WE LOOKING FOR?

Someone who

- fits in an informal and friendly yet professional working environment;
- appreciates working collaboratively with other colleagues on a variety of different projects;
- brings their creativity and initiative to the table;
- enjoys engaging constructively with stakeholders, based on our core values: integrity, impartiality, transparency and pragmatism.

ABOUT THE POSITION

Our job vacancy is in the HR Sector, which is part of the HR, Budget and Administration Unit (HRBA). The unit is in charge of a number of horizontal processes aimed to ensure the financial, human and administrative resources and tools for the smooth functioning of the EDPS. The unit also provides financial, HR, and administrative support to the Secretariat of the European Data Protection Board (EDPB), which is administratively attached to the EDPS.

Your main responsibilities as an HR assistant will include:

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.

You may also be required to carry out additional tasks when necessary and in the interest of the service.

OUR ELIGIBILITY AND SELECTION CRITERIA

Eligibility criteria

We will consider your application only if you meet the following criteria by the deadline for submitting applications¹:

- a level of education corresponding to completed university studies of at least three years, attested by a diploma;
- to have 2 years of relevant professional experience in human resources.

Selection criteria

For this job vacancy, we are looking for someone with the following essential and advantageous skills and experience:

Essential

- Excellent knowledge of SYSPER and its core modules;
- Experience in recruitment and hands-on knowledge of applicable rules and procedures in an EU institution environment;
- 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;
- Very good computer skills, including standard software used by the European institutions;
- A very good knowledge of English.

Advantageous

- Knowledge of Business Objects and Qlikview;
- Experience in selection procedures;
- A good knowledge of French is considered to be an asset;
- Knowledge of other official languages.

¹ In case you will be offered the job, you must also provide evidence of EU nationality; have completed any compulsory military service; provide appropriate character references (have no criminal record); pass the EU institutions' medical examination; be fluent in one of the EU languages and be able to work in a second EU language.

HOW TO APPLY?

Interested in this position? Please send to EDPS-selections@edps.europa.eu by **31/03/2022 at 12:00 (Brussels time)**:

- CV and cover letter detailing why you are suitable for this role;
- the completed application form;
- an official document attesting your status as an official (category, grade); the different posts held in the EU institutions, bodies and agencies, and a copy of your last two staff evaluation reports; or an official document from EPSO attesting that you are a laureate.

All supporting documents, such as references, certificates, must be merged into one single PDF document of a maximum size of 2MB.

OUR SELECTION PROCEDURE

All eligible applications will be scrutinised by a selection panel. Candidates whose applications best match the selection criteria will be invited for an interview during which the selection panel will assess each candidate's performance. In addition, a second interview or written tests may be carried out. At the EDPS we aim for all selection panels to have a gender-balanced composition.

OTHER IMPORTANT INFORMATION

Equal opportunities

The EDPS is committed to promoting diversity, inclusion, and giving everyone equal opportunities to succeed.

As such, the EDPS welcomes all 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 (due to a disability) to take part in this selection procedure, please indicate this on your application.

Data protection

A data protection notice detailing how the EDPS processes candidates' personal data in the context of recruitment can be found [here](#).

Join us in shaping a safer digital future!

Brussels, 04/03/2022

Leonardo CERVERA NAVAS

