



The European Data Protection Board is looking for a
RECORD MANAGEMENT OFFICER

Vacancy notice n°	02-2022-edpb-ca
Type of contract	Contract Agent (CA) - 1 year (renewable)
Grade/function group	FGIV
Publication under	Article 3b of the CEOS
Place of employment	Brussels (Belgium)
Deadline for applications	23/03/2022 (Brussels time GMT+1) at 12:00

WHO ARE WE?

EDPB and EDPS - young and dynamic institutions

The EDPB receives analytical, administrative and logistical support from the EDPB Secretariat that is provided by the EDPS.

Regulation (EU) 2016/679 provides for the establishment of the European Data Protection Board (EDPB), a body of the Union with legal personality that shall act independently. The EDPB, established in 2018, is composed of the Heads of national data protection supervisory authorities and the European Data Protection Supervisor. The EDPB is responsible for promoting the correct and consistent interpretation and application of the Regulation and for promoting cooperation between supervisory authorities throughout the Union.

The European Data Protection Supervisor (EDPS) was established in 2004, in Brussels, Belgium. As the European Union's independent data protection authority, we strive to be an impartial centre of excellence for the enforcement and reinforcement of EU data protection and privacy standards, both in practice and in law. 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 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 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 in the EDPB Secretariat. The team is in charge of providing analytical, administrative and logistical support to the European Data Protection Board.

As a Record Management Officer your main responsibilities will include:

- Organise and co-ordinate the document, records and archives management function at the EDPB;
- Contribute to the implementation of the EDPB strategy on document, record, information and knowledge management;
- Ensure the application and review of policies concerning registration, filing, conservation and transfer of documents (both paper and electronic), as well as the related procedures;
- Identify types of documents and files specific to the EDPB fields of activity which need to be recorded; maintain the EDPB filing plan and retention schedule and related records management tools in cooperation with relevant internal stakeholders, including the Data Protection Officer;
- Promote good records management practices and adherence through day-to-day advice and support to the team with regard to document management issues; advise colleagues on established practices in the field and develop innovative solutions tailored to internal needs;
- Contribute to the implementation of the new record management system (ARES) and to procedures for EDPB Secretariat activities; provide training and support on records management and the use of ARES;
- Administer the functional mailbox of the EDPB Secretariat and the EDPB external functional mailbox, circulate emails to the responsible case officers, sort messages in their pertinent folders and circulate information to EDPB members in an efficient manner;
- Register incoming/outgoing correspondence and EDPB documents; draft letters transmitting EDPB documents to other institutions; contribute to the handling of EDPB's responses to requests for access to documents made in accordance with Regulation 1049/2001;
- Act as a back-up to ensure documents are circulated for EDPB plenary meetings in accordance with the agenda; prepare the follow-up of post-plenary tasks for the EDPB Secretariat;

- Carry out additional tasks when necessary and in the interest of the service.

OUR ELIGIBILITY AND SELECTION CRITERIA

Eligibility criteria

For your application to be considered, you must meet the following criteria by the deadline for submitting applications¹:

- A level of post-secondary education attested by a diploma or a level of secondary education attested by a diploma giving access to post-secondary education;
- To have at least two years of relevant professional experience/experience in record and/or document and or archive management in the EU institutions;
- Candidates for this Contract Agent position must have passed the EPSO Permanent CAST by the end of the recruitment process and are therefore encouraged, in order to fasten this process, to create a corresponding EPSO profile already with their application.

Selection criteria

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

Essential

- Very good hands-on knowledge with the ARES record management system;
- Experience in drafting and implementing document management and archiving policies;
- Capacity to communicate clearly and in a structured way;
- Excellent organisational skills and sense of responsibility;
- Ability to work autonomously but also a strong sense of collaboration within a small team in a dynamic environment;
- Good computer skills, including a sound knowledge of MS Office package (in particular Word, Excel);
- Very good knowledge of English.

Advantageous

- Complementary studies or training in archiving management, information/knowledge management or records management;
- Knowledge of applicable legislation on record management and its implications for EU institutions and bodies;

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 **23 MARCH 2022 at 12:00 (Brussels time)**:

- CV and cover letter detailing why you are suitable for this role;
- the completed application form;
- All supporting documents, such as references, and certificates, must be merged into one single PDF document of a maximum size of 2MB.

OUR SELECTION PROCEDURE

The selection (and recruitment) procedure is coordinated by the Human Resources team of the European Data Protection Supervisor (EDPS), who provides administrative support to the EDPB Secretariat.

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 a selection panel will assess each candidate's performance. In addition, a second interview or written tests may be carried out.

OTHER IMPORTANT INFORMATION

Equal opportunities

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

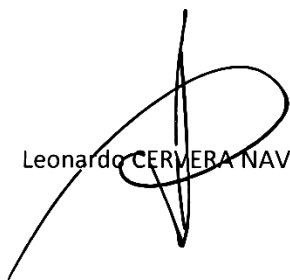
As such, the EDPB and EDPS welcome all applications without discrimination on grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of national minority, property, disability, age, gender identity or sexual orientation.

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](#).

Brussels, 07/03/2022



Leonardo CERVERA NAVAS