



**EUROPEAN
DATA PROTECTION
SUPERVISOR**

**VACANCY
NOTICE**

The EDPS is looking for a

ADMINISTRATIVE ASSISTANT (Mission Expert)

Vacancy notice n°	08-2022-EDPS-CA
Type of post	CONTRACTUAL AGENT (1 year renewable)
Grade	FGIII
Publication under	Article 3b of the CEOS
Place of employment	Brussels (Belgium)
Deadline for applications	16/05/2022 (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 Administrative 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 **Administrative Assistant** will include:

LOCAL MISSION OFFICER

- MIPS main contact point, providing helpdesk support to EDPS/EDPB staff and answer questions about rules and regulations;
- Acting as PMO's main contact point for the handling of mission files and responsible for implementation and internal communication of new features and procedures regarding missions;
- Introduction and maintenance of visa chains, delegations and roles in MIPS;
- Distribution, follow-up and reporting of the budget in MIPS;
- Verification and payment of travel agency invoices regarding missions;
- Monitor on behalf of the EDPS calls for tender and contracts for the travel agency, corporate credit card & insurance (in association with PMO);
- Provide refreshers, presentations and on the job training to staff members on updated MIPS features.

GENERAL ADMINISTRATIVE TASKS

- Contribute to the planning and provision of logistics services (offices supplies, business cards);
- Provide support for tasks related to filing and document management;
- Assist with annual inventory exercises and the management of physical assets;
- Contribute to horizontal tasks in cooperation with the unit's HR and Finance teams.

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 post-secondary education 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;
- to have at least 2 years of relevant professional experience as an administrative assistant or equivalent;
- candidates for this Contract Agent position have to successfully pass 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

- Excellent hands-on knowledge of MIPs and its core functionalities gained as Mission Expert/Local Mission Officer (back office);
- Excellent knowledge of the Mission's guide implemented by the European Commission and adopted by the EDPS;
- A good knowledge of the Financial regulations and its rules of application to the European institutions;
- Ability to liaise and cooperate with counterparts from other EU institutions, in particular with PMO;
- 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 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

- Experience in providing on the job trainings;
- Experience in using SYSPER, ARES and/or ABAC;
- Experience in the domain of logistics and/or inventory;
- 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 **16/05/2022 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, 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.

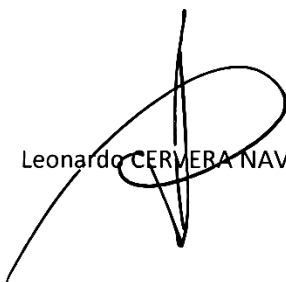
If you require any special arrangements (due to a disability) to take part in this selection procedure, please indicate this on your application.

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, 29/04/2022


Leonardo CERVERA NAVAS