



**EUROPEAN  
DATA PROTECTION  
SUPERVISOR**

**VACANCY  
NOTICE**

The EDPS is looking for a

## **ADMINISTRATIVE ASSISTANT**

<b>Vacancy notice n°</b>	06-2022- EDPS-CA
<b>Type of post/type of contract</b>	CA (1 year renewable)
<b>Grade/function group</b>	FGII
<b>Publication under</b>	Article 3b of the CEOS
<b>Place of employment</b>	Brussels (Belgium)
<b>Deadline for applications</b>	10/06/2022 (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 **Technology and Privacy Unit**. The unit mainly analyses the implications of different technologies on data protection. We monitor new technologies to understand how they may influence data protection and raise awareness (e.g. via our TechDispatch or TechSonar initiatives, via guidelines). We contribute to inspections where technological issues are in the centre of processing (e.g. mobile apps) and are also responsible for audits of large scale IT systems such as the VISA Information system (VIS), Eurodac and the Schengen Information System (SIS II). In addition, we manage personal data breach notifications the EUIs report. You may find us contributing in the majority of EDPS files (e.g. consultations, inspections) as nowadays technology is an integral part of personal data processing and leading the files where technology is the main point of analysis (such as Artificial Intelligence)". Finally, our unit also provides the management and support of IT infrastructure and services to the EDPS, together with the European Parliament whose premises we use.

As a Secretary, your main responsibilities will include:

### ADMINISTRATIVE SUPPORT TO THE HEAD OF UNIT

- Provide administrative assistance to the Head of Unit;
- Provide assistance by managing the inbox and calendar of the Head of Unit;
- Receive and filter telephone calls. Provide general information to public and internal stakeholders.

### 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;
- Prepare / copy correspondence for transmission;
- Provide support with travel arrangements, mission orders and declaration of costs for Unit colleagues according to needs and priorities;
- Provide support for the organisation, budgetary requests and reporting of meetings, including reservation of rooms, catering orders.
- Provide support with budgetary matters linked to the unit tasks and activities.

### DOCUMENT MANAGEMENT

- Contribute to archiving correspondence (including registering in the EDPS' document management system CMS) 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 Unit's functional mailboxes: dispatching of correspondence; registration of emails in the case management system;

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

For your application to be considered, you must meet the following criteria by the deadline for submitting applications<sup>1</sup>:

- 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;
- Candidates for this contract agent position must have passed the EPSO Permanent CAST by the end of the recruitment process and are therefore encouraged 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

- At least 3 years of professional experience as secretary or administrative assistant; preferably in an EU institution or body;
- Sufficient knowledge of the structure and functioning of the European Union and of its institutions, in relation to the position;
- Very good knowledge of information technologies, experience relating using MS Office (Word, Power Point and Excel), Outlook;
- To be flexible, ready for multi-tasking and have problem solving skills;
- To be meticulous;
- To be motivated to learn;
- To have excellent organisation skills;
- To have excellent customer oriented and communication skills;
- 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.

#### Advantageous

- Knowledge of other official languages;
- Knowledge of information technologies and experience relating using AGM, MIPs and SYSPER would be considered as an advantage.

<sup>1</sup> 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](mailto:EDPS-selections@edps.europa.eu) by **10/06/2022 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, 17 May 2022

Leonardo CERMEBA NAVAS

