



**EUROPEAN  
DATA PROTECTION  
SUPERVISOR**

**VACANCY  
NOTICE**

The EDPS is looking for a

## **FINANCIAL ASSISTANT**

<b>Vacancy notice n°</b>	09-2022- EDPS-CA
<b>Type of post/type of contract</b>	CONTRACT AGENT (1 year renewable)
<b>Grade/function group</b>	Grade FGIII
<b>Publication under</b>	Article 3b of the CEOS
<b>Place of employment</b>	Brussels (Belgium)
<b>Deadline for applications</b>	24/05/2022 (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 Financial 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.

As a Financial Assistant, you will act as Financial Initiating Agent and support EDPS and EDPB units with commitments and payments initiation. You will ensure that the internal budgetary and financial procedures are kept updated at all times.

Your main responsibilities will include:

- Management and follow-up of administrative expenditure files;
- Registration of financial documents such as debit notes, invoices etc. in an electronic register;
- Monitoring of the budget execution and providing assistance in budgetary and financial issues;
- Ensuring that transactions are financially and procedurally correct in conformity with the Financial Regulation and other rules and guidelines, including any relevant contracts procedure;
- Initiate transaction in Speedwell and ABAC for invoices, payments, recovery order, commitments and de-commitments;
- Carrying out administrative and/or financial tasks within the framework of public procurement procedures for the purchase of goods and services and actively participating in all phases of procurement procedures;
- Participating in the evaluation of offers in the framework of procurement procedures;
- Assisting the accounting correspondent of the Institution.

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>:

- 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;
- At least three years of relevant professional experience.

<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.

- 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

- Proven professional experience in comparable tasks to those listed under responsibilities of at least 2 years. In particular, the Selection Panel will assess the range of duties covered, the type and level of work done and its relevance to the vacancy notice;
- Experience in using SAP, including ABAC) and/or other financial management databases (i.e. Speedwell, Bluebell);
- Ability to work in a dynamic environment of a young institution;
- Accuracy and care for detail;
- Sense of responsibility, organisation, initiative, human relations and communication;
- A very good knowledge of English.

### Advantageous

- University degree in financial studies, accounting, business administration or other related field;
- Experience working with the EU Financial Regulations;
- Experience with implementing and reporting on procurement;
- Work experience gained in a similar multicultural environment;
- A good knowledge of French is considered to be an asset.

## HOW TO APPLY?

Interested in this position? Please send to [EDPS-selections@edps.europa.eu](mailto:EDPS-selections@edps.europa.eu) by **24 May 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.

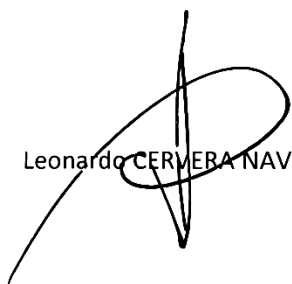
If you require any special arrangements (due to a disability) to take part in this selection procedure, please indicate this on your application.

### 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, 12/05/2022

  
Leonardo CERVERA NAVAS