



The EDPS is looking for a
SECRETARY

Vacancy notice n°	05-2023-EDPS-CA
Type of contract	CA (1 year renewable)
Function group	FGII
Publication under	Article 3b of the CEOS
Place of employment	Brussels (Belgium)
Deadline for applications	08/02/2023 (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 Governance & Internal Compliance** sector, which is composed of a small and dynamic team of highly motivated colleagues. The sector is in charge of a number of cross-cutting activities and functions within the organisation such as:

- Records, archives and knowledge management;
- Transparency and access to document;
- Data Protection Officer;
- Internal Control Coordinator;
- Planning coordination.

As secretary, your main responsibilities will include:

SECRETARIAL SUPPORT TO THE HEAD OF SECTOR

- Provide administrative and secretarial support to the Head of Sector;
- Format correspondence and documents for transmission and provide general information to internal and external stakeholders;
- Receive and filter telephone calls;
- Assist in organising in-person meetings and arranging video conferences.

ADMINISTRATIVE SUPPORT TO THE SECTOR

- Contribute to the management of functional mailboxes, including the dispatching of incoming correspondence to relevant services;
- Handle and register incoming and outgoing correspondence;
- Prepare notes, minutes, routine correspondence, presentations and other texts that are needed for the overall service activity, including lay-out and quality checks of documents;
- Contribute to the internal coordination of the sector's activities and work plans;
- Provide support in financial matters for the sector;

- Provide support in other administrative tasks (for example, managing mission orders, ordering office supplies, coordinating translation requests etc.).

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 applications¹:

- a level of post-secondary education of at least 3 years attested by a diploma, preferably directly related to the nature of the duties 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;
- 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 and/or administrative assistant; preferably in an EU institution or body;
- Very good interpersonal and organisational skills paired with a sense of initiative, responsibility and service orientation;
- A dynamic and motivated mind-set;
- Capacity to deliver in a structured way and meet deadlines;
- Flexibility and ability to work in a team but also ability to work independently and manage own work in a proactive, flexible and meticulous way;
- Proficiency in MS Office tools (Outlook, Word, Excel, PowerPoint ...) and good knowledge of teleconferencing systems for meetings;
- Sufficient knowledge of the structure and functioning of the European Union and of its institutions, in relation to the position;
- A good level of written and spoken English, which is the main working language of the EDPS and the EDPB Secretariat.

Advantageous

- Experience in using EU IT tools (e.g. SYSPER, ARES, MiPS ...);
- A good level of written and spoken French.

HOW TO APPLY?

Interested in this position? Please send to EDPS-selections@edps.europa.eu by **08/02/2023 at 12:00 (Brussels time)**:

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.

- 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, 16/01/2023

Leonardo CERVERA NAVAS

