



The EDPS is looking for an

## INFORMATION & COMMUNICATION ASSISTANT

Vacancy notice n°	08-2023- EDPS-CA
Type of contract	CONTRACT AGENT (1 year renewable)
Function group	FGIII
Publication under	Article 3b of the CEOS
Place of employment	Brussels (Belgium)
Deadline for applications	22/02/2023 (Brussels time GMT+1) at 12:00 midday

### 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 **Information and Communication (I&C) sector**, which is composed of a small and dynamic team of highly motivated colleagues. The main role of the team is to explain and promote the work of the EDPS and ensure that the EDPS messages reach the relevant audiences at the right time. The I&C team strives to make the complex data protection issues more accessible to a large audience by providing information on the EDPS' day-to-day work in clear language and via appropriate communication tools such as our website and various social media channels. This may include developing social media campaigns centred on specific themes, promoting the Supervisor's participation at important events, and more. The team also works on videos, podcasts and publications, such as the Newsletter, Factsheets, blogposts and press releases.

As **Information and Communication Assistant**, your main responsibilities will include:

- Cooperation with external contractors on various communication activities (e.g. audio-visual service providers, photographers, web developers etc);
- Media monitoring;
- Assisting in recording and production of podcasts;
- Drafting replies to information requests from the broader public;
- Drafting web content and assisting with the management of the EDPS website and the EDPS intranet;
- Assisting with the management of EDPS publications as well as cooperation with the Publications Office and print houses;
- Helping in development of daily social media content and social media campaigns (Twitter, LinkedIn, YouTube, EU Voice, EU Videos) and coordination of visuals with the graphic designer;
- Collaborating in the organisation of events (e.g. EU Open days, Data Protection Day, conferences; exhibitions etc) and study visits;
- Assisting in activities related to press and media: organising media briefings; updating media databases;

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>:

<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.

- 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 at least three years of appropriate professional experience;
- Appropriate professional experience, in the domain of communication of at least 1 year;
- 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

- Good experience with Content Management Systems (e.g. Drupal, Wordpress, Jahia etc);
- Good experience audio recording and audio editing software (podcasts);
- Experience in events organisation;
- Experience in drafting texts (e.g. social media content, articles, content for the website and intranet);
- Good computer skills: MS Office (especially Word, PowerPoint);
- Excellent time management and organisational skills;
- Accuracy and attention to detail;
- Flexibility and willingness to work in a small team in a dynamic environment;
- A thorough knowledge of one of the official languages of the European Union and basic knowledge of another EU language. For practical reasons, a very good knowledge of English is necessary.

### Advantageous

- Knowledge of video editing software (Adobe Premiere, Final Cut, Da Vinci Resolve or similar);
- A good knowledge of French and/or German;
- Experience in working under short deadlines;
- Good knowledge of the structure and functioning of the European Union.

## HOW TO APPLY?

Interested in this position? Please send to [EDPS-selections@edps.europa.eu](mailto:EDPS-selections@edps.europa.eu) by **22 February 2023 at 12:00 midday (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.

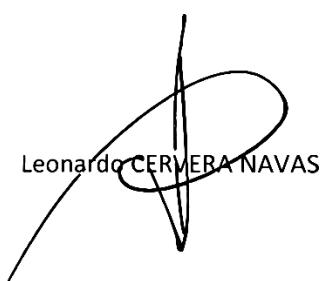
If you require any special arrangements (due to a disability) to take part in this selection procedure, please indicate this on your application.

### 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, 31/01/2023



Leonardo CERMEÑA NAVAS