



EUROPEAN  
DATA PROTECTION  
SUPERVISOR

VACANCY  
NOTICE

The EDPS is looking for a

## Administrative Assistant

Vacancy notice n°	EDPS-09-2023-CA
Type of post	Contract Agent (1 year renewable)
Grade	FGIII
Publication under	Article 3b of the CEOS
Place of employment	Brussels (Belgium)
Deadline for applications	25/05/2023 (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 initiatives to the table;
- enjoys engaging constructively with stakeholders, based on our core values: integrity, impartiality, transparency and pragmatism.

## ABOUT THE POSITION

Our job vacancies are in the **Supervision and Enforcement Unit**. The unit monitors the processing of personal data by the EU administration and ensures that Union institutions, offices, bodies and agencies (EUI's) comply with data protection rules. Our core tasks range from conducting investigations and audits to handling complaints and prior consultations on processing operations. We decide on the best way to address identified issues, and we enforce the law, which includes using the EDPS' corrective powers, including administrative fines and litigation in the EU courts.

As an Administrative Assistant in the Supervision and Enforcement Unit, your main responsibilities will include:

- Assisting the Head of Unit in the management of the Unit by supporting the planning and follow-up of the activities of the unit.
- Ensuring timely follow-up and maintaining up-to-date documentation of team activities by monitoring on-going cases, updating the activity planning of the unit accordingly and reminding colleagues of upcoming deadlines;
- Managing translation requests and assisting in the budget forecast for such requests;
- Handling the EDPS file management system (CMS);
- Extract statistics from the relevant tools in regards to the activities of the Unit;
- Act as a Coordinator of the Unit for the Annual Report exercise;
- Preparation of draft agenda for team meetings and drafting minutes of these meetings;
- Analysing and documenting working procedures and business processes in Case Manuals;
- Organising conferences related to the work of the unit or supporting in the organisation of conferences of the EDPS;
- Preparing, formatting and quality check documents;
- Managing functional mailboxes of the unit and handling incoming / outgoing communications;
- Providing support and organising events and meetings with internal and external experts, including reimbursement of experts, using the AGM system as well as budgetary requests related to events and meetings. Providing operational support on the days of the event(s);
- Providing assistance with the creation of documents aimed at advising the institutions and bodies on good practices in the field of data protection, privacy, security and technology;
- Act as a back-up of the colleagues in the S&E secretariat when necessary;
- 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 one of the following criteria by the deadline for submitting applications:

- 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
- 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

- 2 years of relevant professional experience as an administrative assistant;
- Very good organisational and prioritising skills in a very varied workload with demanding deadlines;
- Capacity to deliver in a structured way;
- Ability to work in a team but also independently and manage own work in a proactive, flexible and meticulous way;
- Excellent communication skills, inter-personal skills and client-oriented approach;
- High level of flexibility, ability to multi-task and problem-solving skills;
- Proficiency in Office software tools (e.g. Outlook, Word, Excel, PowerPoint; LibreOffice etc.) and good knowledge of information technologies;
- Very good level of written and spoken English, which is the main working language of the EDPS and the EDPB Secretariat.

#### Advantageous

- Working experience in a EU institution;
- Good knowledge of the structure and functioning of the European Union and of its institutions, in relation to the position;
- Knowledge of IT tools such as CMS, AGM, SYSPER;
- Legal training and/or experience with handling legal files.

## HOW TO APPLY?

Interested in this position? Please send to [EDPS-selections@edps.europa.eu](mailto:EDPS-selections@edps.europa.eu) by **25 May 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.

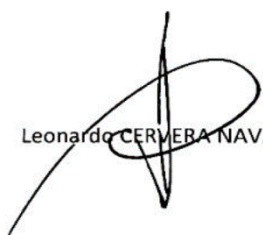
If you require any special arrangements (due to a disability) to take part in this selection procedure, please indicate this on your application.

### 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, 25 April 2023

  
Leonardo CERMEIRA NAVAS