



EUROPEAN
DATA PROTECTION
SUPERVISOR

VACANCY
NOTICE

The EDPS is looking for an

Deputy Head of Unit

Vacancy notice n°	EDPS-FO-16-2023 (Corrigendum)
Type of post	AD
Grade	7-12
Publication under	Article 29(1)(a), (b) and (c) of the Staff Regulations
Place of employment	Brussels (Belgium)
Deadline for applications	18/07/2023 (Brussels time GMT+1) at 18:00

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 140 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 Human Resources, 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. The unit is organised in 3 teams: 1 sector dealing with Human Resources management issues, (including workforce planning, selection and recruitment procedures, performance management, wellbeing, L&D, diversity and inclusion, etc.), 1 sector dealing with finance (including accounting, budget and procurement) and the Administration team dealing with admin matters (building, missions, logistics, etc.).

A key goal for the new Deputy Head of Unit will be to help manage and balance unit workload while further cultivating and advancing a positive, friendly and motivating work environment.

As Deputy Head of Unit, your main responsibilities will include:

- Support the Head of Unit in the effective planning, and coordination of unit activities;
- Deputise for the Head of Unit in the internal management meetings and external activities (including inter-institutional fora);
- Advice and support the Head of Unit in tasks related to people management;
- Supervise the development and implementation of the HRBA policies at the EDPS;
- Ensure the follow up the inter-institutional agreements for administrative cooperation;
- Coordinate the administration team, including the supervision of administrative, logistic and other matters related to building, missions and staff;
- Contribute to the annual budgetary exercises and the related allocation of human resources for the EDPS (staffing and establishment plans).

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 eligible you must be a national of a Member State of the European Union and meet the following criteria by the deadline for submitting applications¹:

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.

- work as official for one of the Institutions of the European Union in function group “Administrator” and a grade between AD7 and AD9

Selection criteria

For this job vacancy, we are looking for someone with the following essential and advantageous skills and experience:

Essential

- Very good knowledge of relevant EU regulations (Staff Regulations and CEOS; Financial Regulation);
- Strong interest in the working domains covered by the HRBA unit;
- Proven strategic thinking and solution-oriented attitude;
- Prior experience as team leader;
- Ability to cooperate and develop smooth coordination with other units of the EDPS and with external stakeholders (in particular with Commission and EP departments);
- High capacity for analysis paired with very good communication and writing skills;
- Very good knowledge of the structure and functioning of the European Union and of its institutions, the treaties and other fields in relation to the position;
- Excellent time management and organisational skills, in a very varied workload with demanding deadlines;
- Excellent inter-personal skills;
- High level of flexibility, and problem-solving skills;
- A thorough knowledge of one of the official languages of the European Union and good knowledge of another EU language. For practical reasons, a very good command of English both spoken and written is necessary;
- Sense of responsibility, and initiative.

Advantageous

- Previous experience as Deputy Head of Unit or Head of Sector;
- Knowledge of French.

HOW TO APPLY?

Interested in this position? Please send to EDPS-selections@edps.europa.eu by **18/07/2023 at 18:00 (Brussels time)**:

- CV and cover letter detailing why you are suitable for this role;
- the completed application form;
- an official document attesting your status as an official (category, grade); the different posts held in the EU institutions, bodies and agencies, and a copy of your last two staff evaluation reports; or an official document from EPSO attesting that you are a laureate.

All supporting documents, such as references, certificates, must be merged into one single PDF document of a maximum size of 2MB.

Applicants are strongly advised not to wait until last minute to submit their application, since heavy internet traffic or other dysfunction could lead to difficulties in submission. The EDPS shall not be held responsible for said difficulties and will disregard applications submitted after the deadline and/or which are not complete.

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, 10/07/2023