



**EUROPEAN  
DATA PROTECTION  
SUPERVISOR**

**VACANCY  
NOTICE**

## The EDPS is looking for an **HR ASSISTANT**

<b>Vacancy notice n°</b>	03-2024-EDPS-FO
<b>Type of post/type of contract</b>	AST
<b>Grade/function group</b>	1-7
<b>Publication under</b>	Article 29(1)(a), (b) and (c) of the Staff Regulations
<b>Place of employment</b>	Brussels (Belgium)
<b>Deadline for applications</b>	24/01/2024 (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 HR Sector, which is part of 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 European Data Protection Supervisor. The unit also provides financial, human resources, and administrative support to the Secretariat of the European Data Protection Board (EDPB), which is administratively attached to the EDPS.

As HR Assistant, you will work under the guidance of the Head of Sector HR and your main responsibilities will include:

- In cooperation with the HR team, ensure the career management, including selections for permanent and non-permanent staff;
- Manage the recruitment of internal and external personnel (Officials, Contract agents, Temporary agents, interim agents) in SYSPER2;
- Manage arrivals and departures of staff members;
- Keep staff's personal files up to date;
- Collaborate in the monitoring of the contractual situation of the personnel;
- Act as one of the GECOs (time management contact persons) for the EDPS and EDPB staff and take part in the monitoring of the procedures in relation to personnel rights (leave, absences, etc);
- Provide assistance to staff members and line managers regarding working time management (TIM module in SYSPER);
- Act as contact person for medical files and relations with the European Commission medical service;
- Assist in drafting new and updating existing HR procedures;
- Advise and inform regularly staff and management regarding their individual rights and human resources issues via Intranet and other channels, including the production of manuals on internal procedures and the establishment of Help-desk services;
- Ensure that staff data are encoded correctly in Sysper by all relevant actors involved in HR workflows;
- Analyse staff data from Sysper and other databases to inform operational HRM decisions;
- Generate HR reports and prepare the bi-annual Staff Satisfaction Survey; analyse the results.

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 applications<sup>1</sup>:

- work as official for one of the Institutions of the European Union in function group 'Assistant' and a grade between AST1 and AST7 or
- be a laureate of an EPSO competition for 'Assistants';
- have appropriate professional experience as human resources assistant of at least 1 year.

### Selection criteria

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

#### Essential

- A level of education corresponding to completed university studies of at least three years, attested by a diploma, in the field of Human Resources Management or another field relevant for this position, or where justified in the interest of the service, professional training of an equivalent level;
- Excellent knowledge of all SYSPER modules;
- Excellent knowledge of NDP, Gestmax and AGM;
- Experience in selection and recruitment procedures;
- Very good computer skills, including software used by the European institutions such as Business Objects and Qlikview;
- A good knowledge of the Staff Regulation and its rules of application to the European institutions;
- Knowledge of the structure and functioning of the European Union;
- Ability to liaise and cooperate with counterparts from other EU Institutions, in particular Commission's services;
- Very good level of written and spoken English, which is the main working language of the EDPS and the EDPB;
- Very good organisational, prioritising and problem-solving skills in a very varied workload and motivation to learn;
- Ability to work in a small team and in a dynamic environment;
- Sense of responsibility, flexibility, discretion, initiative and human relations;
- Excellent inter-personal, customer orientation and communication, skills;

#### Advantageous

- Very good knowledge of French; knowledge of other official languages would be considered as an advantage;
- Experience with inter-institutional cooperation.

<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.

## HOW TO APPLY?

Interested in this position? Please send to [EDPS-selections@edps.europa.eu](mailto:EDPS-selections@edps.europa.eu) by **24/01/2024 at 12:00 midday (Brussels time)**:

- CV (preferably in Europass format) 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 of an "Assistant" competition.

Only duly completed applications submitted electronically within the deadline will be taken into consideration. Candidates are strongly advised not to wait until the last day to submit their applications, since heavy internet traffic or internet connection issues could lead to difficulties in submission. The EDPS cannot be held responsible for any delay due to such difficulties.

## 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.

To ensure the Selection Panel's independence, it is strictly forbidden for candidates to contact any of its members on any matter related to the selection procedure. All inquiries or correspondence must be exclusively conducted via the functional mailbox [edps-selections@edps.europa.eu](mailto:edps-selections@edps.europa.eu). Candidates may be disqualified at any stage of the selection procedure if they contact or attempt to contact a member of the Selection Board of the competition unless explicitly authorised.

## 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 15 January 2024