



The European Data Protection Board is looking for a

Communications Assistant

Vacancy notice n°	Vacancy Notice 02-2024 -EDPB-CA
Type of contract	Contract Agent (1 year renewable)
Grade/function group	FGIII
Number of job openings	1
Publication under	Article 3b of the CEOS
Place of employment	Brussels (Belgium)
Deadline for applications	15/03/2024 (Brussels time GMT+1) at 12:00 Midday

WHO ARE WE?

EDPB and EDPS - young and dynamic institutions

The European Data Protection Supervisor (EDPS) was established in 2004, in Brussels, Belgium. As the European Union's independent data protection authority, we strive to be an impartial centre of excellence for the enforcement and reinforcement of EU data protection and privacy standards, both in practice and in law. Our organisation employs about 140 staff members, most of whom are EU officials, but we also employ Contract Agents and Seconded National Experts, working full-time or part-time.

Regulation (EU) 2016/679 provides for the establishment of the European Data Protection Board (EDPB), a body of the Union with legal personality that shall act independently. The EDPB, established in 2018, is composed of the Heads of national data protection supervisory authorities and the European Data Protection Supervisor. The EDPB is responsible for promoting the correct and consistent interpretation and application of the Regulation and for promoting cooperation between supervisory authorities throughout the Union.

The EDPB receives analytical, administrative and logistical support from the EDPB Secretariat that is provided by the EDPS.

The EDPB and EDPS - a great place to work

We value 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 strike a good work-life balance. To achieve this, we offer 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;
- 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 in the EDPB Secretariat is in the Information and Communication sector, which is composed of a small and dynamic team of highly motivated colleagues. The Sector is in charge of internal and external communications, media relations and event organisation. The jobholder will work under the supervision of the Head of Sector.

As a Communication Assistant, your main responsibilities will include:

- Drafting input to media strategy & in charge of press office activities (drafting press releases, replying to press queries, setting up and preparing press interviews);
- In charge of social media strategy and its implementation;
- Project management of ad hoc communication campaigns and projects;
- Supporting the Head of Sector in preparing speeches and presentations;
- Collaborating in the organisation of events;
- Assistance with external queries sent to the functional mailbox.

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:

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.

- 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 five years²;
- Candidates for this Contract Agent position must have to successfully pass the EPSO Permanent CAST by the end of the recruitment process and are therefore encouraged, in order to fasten this process, 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 5 years of professional experience as Communications Assistant. Proven professional experience in comparable tasks to those listed under responsibilities. In particular, the Selection Panel will assess the range of duties covered, the type of work done and its relevance to the vacancy notice;
- Excellent organisational and multitasking skills, paired with a sense of initiative, responsibility and resilience;
- Ability to work in a team but also independently and to manage own work in a proactive, flexible and meticulous way; a self-starter attitude with excellent organisational and time management skills;
- A keen sense of team spirit, positive and helpful attitude and service-mindedness;
- Excellent communication skills; inter-personal skills and client-oriented approach;
- Proficiency in MS Office;
- An excellent level of written and spoken English, the main working language of EDPB.

Advantageous

- Previous relevant professional experience in an EU institution or body;
- A good level of written and spoken French.

HOW TO APPLY?

Interested in this position? Please send to EDPS-selections@edps.europa.eu by **15 March 2024 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 and certificates, must be merged into one single PDF document of a maximum size of 2MB.

² Only qualifications awarded by EU Member State authorities or qualifications recognised, as equivalent by the relevant authorities will be taken into consideration. Qualifications/diplomas awarded until 31/12/2020 in the United Kingdom are accepted without further recognition.

OUR SELECTION PROCEDURE

The selection (and recruitment) procedure is coordinated by the Human Resources team of the EDPS, who provides administrative support to the EDPB Secretariat.

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 a selection panel will assess each candidate's performance. In addition, a second interview or written tests may be carried out.

As a result of the interviews, the Selection Panel will establish a list of suitable candidates and will recommend the most suitable candidates for recruitment for the two job openings of this vacancy notice. The list of remaining suitable candidates will serve as a reserve list and may be used for the recruitment for future similar positions, depending on the needs of the EDPB. The reserve list shall be valid until 15/03/2025 (the validity period may be extended). Each candidate will be informed by email whether or not they have been placed on the reserve list. Candidates should note that inclusion on a reserve list does not guarantee recruitment.

OTHER IMPORTANT INFORMATION

Equal opportunities

The EDPB and the EDPS are committed to promoting diversity, inclusion, and giving everyone equal opportunities to succeed.

As such, the EDPB and the EDPS welcome 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](#).

Brussels, 12 February 2024

Leonardo CERVERA NAVAS
Secretary General