



The European Data Protection Board is looking for a
Head of Sector - Administration

Vacancy notice n°	09-2024-EDPB-TA
Type of post/type of contract	TA (contract duration 4 years maximum, renewable once)
Grade/function group	6
Publication under	Articles 2(b) and 8 of the Conditions of Employment of Other Servants of the EU (CEOS)
Place of employment	Brussels (Belgium)
Deadline for applications	17/07/2024 (Brussels time GMT+1) at 12:00

WHO ARE WE?

EDPB and EDPS - young and dynamic institutions

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 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 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 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 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;
- has excellent leadership skills, a genuine interest in and talent for people and process management;
- brings their creativity and initiative to the table;
- appreciates working collaboratively with the hierarchy, other Heads of Sector and colleagues on a variety of projects;
- enjoys engaging constructively with stakeholders, based on our core values: integrity, impartiality, transparency and pragmatism.

ABOUT THE POSITION

The job vacancy is in the EDPB Secretariat. The Unit is in charge of providing analytical, administrative and logistical support to the European Data Protection Board (EDPB). The jobholder will work under the authority of the Chair of the EDPB and the Head of the EDPB Secretariat, coordinating the Sector's core activities. These include providing general administrative and logistical support to the EDPB and to the staff members of the EDPB Secretariat, such as relating to the organisation of meetings, translation and proofreading processes, reimbursement of experts' expenditures, organisation of missions, and administrative support relating to financial and budget matters. It plays a key role in facilitating the organisation of EDPB plenary and expert subgroup meetings and dispatching information and communication to the appropriate people.

As Head of Sector - Administration, your main responsibilities will include:

- Lead the development and implementation of strategies relating to administrative matters;
- Supervise the daily operations of the a team of administrative assistants, including those in charge of the operational initiation of financial matters and of the preparation and monitoring of the execution of the budget to ensure effective management of the tasks;
- Plan the budget for the Administration Sector, while ensuring alignment between its strategy and operational needs;
- Organise the Sector's responsibilities and supervise the efficient delivery of its contributions, to ensure service continuity;
- Assign duties and tasks to the staff of the Sector, determining the efficient division of tasks;
- Supervise and coordinate work and assignments;
- Develop procedures related to the responsibilities of the Sector and oversee their implementation;

- Support the hierarchy and propose appropriate solutions and lines to take on matters relating to the activities of the Sector;
- Foster teamwork among staff in the Sector, maintain open communication with and within the team, inform staff on all relevant strategic aspects and policy changes;
- Collaboration and establish synergies with other EUIs to ensure efficient service provision, streamline processes and resolve bottlenecks.
- Oversee the efficient organisation of approximately 360 EDPB meetings per year at the Commissioner or expert level;
- Manage the organisation of translation and proofreading processes of official EDPB documents in all EU languages;
- Oversee the use of EDPB contact lists (containing more than 1000 contacts) to ensure they remain up to date and enable efficient communications with the stakeholders;
- Coordinate and streamline the organisation of the missions of the EDPB Chair and Deputy Chairs;
- Oversee the operational initiation of procurement procedures and administrative expenditure files;
- Supervise the preparation, forecasts, review and monitoring of the administrative budget, including by contributing to the drafting and planning of the budget.

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:

Qualifications² and experience:

A level of education corresponding to completed university studies of at least three years, attested by a diploma.

Professional experience of at least 5 years, coordinating teams of administrative assistants, and of at least 1 year of relevant professional experience in a national public body or an EU institution, body, office or agency.

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.

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.

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 professional experience coordinating administrative assistants activities relevant to the functioning of the EDPB, such as organisation of meetings, translation and proofreading processes, reimbursement of experts expenditures, organisation of missions, and administrative support relating to financial and budget matters. In particular, the Selection Panel will assess the range of duties covered, the type of work done and its relevance to the vacancy notice;
- At least 3 years of professional experience as Head of Sector or team leader;
- Experience in managing administration and logistics, process management, project management, and overseeing operational finance initiation ;
- Experience in collaborating with stakeholders from EU and national public bodies, including by organizing high-level meetings;
- Experience in drafting and planning annual or multi-annual budget;
- Very good interpersonal skills for team coordination and stakeholders interaction;
- Excellent planning, organisational and multitasking skills to ensure respect of timelines, paired with a sense of initiative, responsibility and resilience;
- A keen sense of team spirit and positive attitude;
- Strong analytical and problem-solving abilities;
- Very good communication skills, with the ability to propose clear and practical solutions;
- Experience in using the following EU IT tools: AGM, EC or EP V-PASS, ARES, ePoetry or eCdT.
- Proficiency in MS Office;
- A very good level of written and spoken English, the main working language of the EDPB.

Advantageous

- Experience in using the following EU IT tools: Confluence, CARES, MIPS+, Neo, Bluebell;
- A good level of written and spoken French, which is the language commonly used with stakeholders in the field of administration;
- Knowledge of other official languages of the European Union.

HOW TO APPLY?

Interested in this position? Please apply via the following link by 17/07/2024 at 12:00 midday (Brussels time): https://ec.europa.eu/eusurvey/runner/Application_form_VN_09_2024_EDPB_TA_Admin_Head_of_Sector

- CV and cover letter detailing why you are suitable for this role (PDF format of maximum size of 2MB);
- The completed application form;

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.

Do not hesitate to contact edps-selections@edps.europa.eu in case you have any questions.

OUR SELECTION PROCEDURE

The selection (and recruitment) procedure is coordinated by the Human Resources team of the European Data Protection Supervisor (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.

OTHER IMPORTANT INFORMATION

Equal opportunities

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

As such, the EDPB and 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, on 03/07/2024