



The European Data Protection Board is looking for a
**Assistant to Head of Unit and
Document Management Officer**

Vacancy notice n°	10-2024-EDPB-CA-Administrative Assistant
Type of post/type of contract	CA (1 year renewable)
Grade/function group	FGIII
Publication under	Article 3b of the CEOS
Place of employment	Brussels (Belgium)
Deadline for applications	19/12/2024 (Brussels time GMT+1) at 12:00

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 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.

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 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;
- is motivated, dynamic and well organised, with a service-oriented and problem-solving attitude;
- appreciates working collaboratively with hierarchy and 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 vacancies are in the EDPB Secretariat. The Unit is in charge of providing analytical, administrative and logistical support to the European Data Protection Board and works under the authority of the Chair of the EDPB and the Head of the EDPB Secretariat.

As an **Assistant to the Head of 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;
- Provide secretarial assistance to the Head of Unit, including a wide range of general secretarial duties, such as managing mailbox and virtual calendar, supporting with correspondence and document management, organising meetings, supporting with preparation for events, organising security accreditation and welcoming visitors, etc;
- Provide support for the organisation of Unit meetings, Secretariat - EDPB Chair meetings and events, prepare draft agendas and provide operational support on the day of the event(s);
- Organise the Head of Unit missions and contribute to the administrative support to the staff with missions;
- Provide administrative support to the Head of Unit for the time management and HR formalities for staff;
- Office management for the Unit and support in other administrative tasks;

- Provide where needed administrative support for the organisation of the EDPB plenary and expert subgroup meetings and EDPB or other events including booking of (virtual) meeting rooms and interpretation, finding and liaising with service providers, organising seating arrangements, preparing the premises, catering, invitation, accreditation and reimbursement of participants, printing and circulating agendas and documents to participants and the interpreters, formatting of documents, registration, welcoming of participants and contributing to the follow-up of post-plenary tasks for the EDPB Secretariat;
- Act as a back-up of the pool of administrative assistants where necessary.

You may be required to carry out additional tasks when necessary and in the interest of the service.

As a **Document Management Officer (DMO)**, your main responsibilities will include:

- Maintain and further develop the records management system (ARES) for EDPB and EDPB Secretariat activities, liaising with institutional support services and service providers;
- Register correspondence and EDPB documents; contribute to the handling of EDPB's responses to requests for access to documents made in accordance with Regulation 1049/2001;
- Organise the administration of the functional mailbox of the EDPB Secretariat;
- Provide advice and guidance on records, archives and information management at Unit level, and provide training and user support.
- Further develop and implement records and archives management procedures, in particular to ensure the long-term preservation of electronic records;

You will be given the opportunity to do training on ARES as necessary to fulfil these tasks.

You may 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 professional experience:

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.

- 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 have to successfully pass the EPSO Permanent CAST by the end of the recruitment process and therefore shall 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 3 years of professional experience as secretary to management and/or administrative assistant. Proven professional experience in comparable tasks to those listed under responsibilities as an administrative assistant. 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 2 years of relevant professional experience with managing records and/or documents;
- Excellent planning, organisational and multitasking skills, paired with a sense of initiative, responsibility and resilience;
- Ability to work autonomously and to manage duties in a proactive, flexible and meticulous way;
- A strong sense of team spirit and collaboration across teams in a dynamic environment;
- A keen sense of positive and helpful attitude and service-mindedness;
- Excellent communication skills, inter-personal skills and client-oriented approach;
- Experience in using Ares;
- Proficiency in MS Office (especially Outlook, Word and Excel);
- A very good level of written and spoken English, the main working language of EDPB.

Advantageous

- Previous professional experience as a secretary or administrative assistant in an EU institution or body;
- Experience in using other EU IT tools (e.g. AGM, EC or EP V-PASS, CARES, MIPS+, Neo, etc.);
- A good level of written and spoken French.

HOW TO APPLY?

Interested in this position? Please apply via the following link by **19/12/2024** at **12:00 midday (Brussels time)**:
https://ec.europa.eu/eusurvey/runner/Application_form_VN_10_2024_EDPB_CA_Administrative_Assistant_DMO

You will have to complete the **online application form and upload the following documents**:

- CV (preferably in Europass format);
- Cover letter detailing why you are suitable for this role (PDF format of maximum size of 1MB);

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](#).