



**EUROPEAN  
DATA PROTECTION  
SUPERVISOR**

**VACANCY  
NOTICE**

The EDPS and EDPB are looking for a

## **COMMUNICATION AND FINANCIAL ASSISTANT**

|                                      |                                           |
|--------------------------------------|-------------------------------------------|
| <b>Vacancy notice n°</b>             | VN-03-2025-EDPS-CA-IC                     |
| <b>Type of post/type of contract</b> | CA                                        |
| <b>Grade/function group</b>          | FGIII                                     |
| <b>Publication under</b>             | Article 3b of the CEOS                    |
| <b>Place of employment</b>           | Brussels (Belgium)                        |
| <b>Deadline for applications</b>     | 07/03/2025 (Brussels time GMT+1) at 12:00 |

### **WHO ARE WE?**

#### **The EDPS and EDPB - young and dynamic institutions**

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 EDPB, an independent body of the Union 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 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 Information and Communication Unit of the EDPS and Information and Communication Sector of the EDPB. The successful candidate will work collaboratively across two teams supporting their needs.

Both teams are in charge of external communication, including press and media management, online visibility, social media management, events' organisation and more.

As a Communication and Financial Assistant, your main responsibilities in both teams will include:

- assistance and administrative support to the teams;
- assistance with financial and budgetary tasks and procedures, including: Operational Initiating Agent function, budgetary forecasts, procurement from very low value to open procedures;
- management of official inter-institutional correspondence;
- assistance with external queries sent to the EDPB functional mailbox;
- updates of the website and intranet (back-up);
- support with event organisation and study visits (back-up).

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 applications<sup>1</sup>:

- a level of post-secondary education preferably in the field of communication or journalism attested by a diploma; or a level of secondary education attested by a diploma giving access to post-secondary education;

<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.

- Candidates for this Contract Agent position must have successfully passed the relevant EPSO permanent CAST by the end of the recruitment process and are therefore must have an EPSO profile already and have applied to the appropriate CAST profile (FG III) at the time of applying to this vacancy notice.

## Selection criteria

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

### Essential

- professional experience relevant to the tasks described in “About the position” section of at least three years;
- dynamic person with excellent organisational skills and ability to multitask while working in a small team and under tight deadlines;
- good budgetary and financial skills at the level of financial initiator with previous experience in the field of finance and budget, and a good knowledge of the financial systems, rules and procedures applied by the European Commission as well as related software (ABAC, etc.);
- good communication skills, inter-personal skills and client-oriented approach;
- in-depth knowledge of office tools and software, including MS Office; ABAC, Ares etc.;
- very good level of English.

### Advantageous

- keen eye for detail and a high level of precision;
- previous experience with Content Management Systems;
- sufficient knowledge of the structure and functioning of the European Union;
- knowledge of other EU languages will be considered an advantage.

## HOW TO APPLY?

Interested in this position? Please apply via the following link **Friday 07 March 2025 at 12:00 midday (Brussels time)**

<https://ec.europa.eu/eusurvey/runner/VN-03-2025-EDPS-CA-IC-Communication-Financial-Assistant>

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;
- All supporting documents, such as references, certificates, must be merged into one single PDF document of a 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](mailto:edps-selections@edps.europa.eu) in case you have any questions.

## OUR SELECTION PROCEDURE

The Human Resources team of the European Data Protection Supervisor (EDPS) coordinates the selection (and

recruitment) 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!