



**EUROPEAN  
DATA PROTECTION  
SUPERVISOR**

**VACANCY  
NOTICE**

The EDPS is looking for an  
**ADMINISTRATIVE AGENT**

<b>Vacancy notice n°</b>	23-2024-EDPS-CA
<b>Type of post/type of contract</b>	CA (1 year renewable)
<b>Grade/function group</b>	FGII
<b>Publication under</b>	Article 3b of the CEOS
<b>Place of employment</b>	Brussels (Belgium)
<b>Deadline for applications</b>	26/08/2024 (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

The job vacancy is in the Office of the Secretary General (SecGen). The Office of the SecGen supports him on a day-to-day basis according to his needs and priorities. Inter alia, the members of the Office of the SecGen organise the day-to-day work, manage his agenda, advise and assist him in the management of the files and support him at external events. The members of the office accompany the SecGen to meetings and assist him in interinstitutional relations.

As an Administrative Agent in the Office of the Secretary General, your main responsibilities will include:

- Provide general administrative support including agenda planning, drafting minutes, document registration and filing, managing mailboxes and handling correspondence;
- Providing support to the organisation of events and setting meetings with internal and external experts, including reimbursement of experts, using the AGM system as well as budgetary requests related to events and meetings;
- Preparing, formatting and quality check documents;
- Collaboration with colleagues in the SecGen Office to ensure synergies and business continuity;
- Other logistic or administrative matters identified by the Head of the SecGen Office.

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>:

Qualifications<sup>2</sup>:

- 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 must have passed the EPSO Permanent CAST by the end of the recruitment process and are therefore encouraged 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 skills and experience:

#### Essential

- Appropriate professional experience in administrative role of at least 2 years;
- Very good organisational and prioritising skills in a very varied workload;
- Ability to work in a team but also independently and manage own work in a proactive, flexible and meticulous way;
- Excellent communication skills, inter-personal skills and client-oriented approach;
- High level of flexibility, ability to multi-task and problem-solving skills;
- Proficiency in Office software tools (e.g. Outlook, Word, Excel, PowerPoint; LibreOffice etc.) and good knowledge of information technologies;
- Very good level of written and spoken English, which is the main working language of the EDPS and the EDPB Secretariat.

#### Advantageous

- Experience of working in an EU institution, body or agency, including knowledge of IT tools such as AGM, SYSPER, ARES, CMS, MIPS+, Neo;
- Good knowledge of French and/or Spanish; knowledge of other official languages would be considered as an advantage.

<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.

<sup>2</sup> 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.

## HOW TO APPLY?

Interested in this position? Please apply via the following link by **26/08/2024 at 12:00 midday (Brussels time)**:

[https://ec.europa.eu/eusurvey/runner/Application\\_form\\_VN\\_23\\_2024\\_EDPS\\_CA\\_SG\\_Administrative\\_Agent](https://ec.europa.eu/eusurvey/runner/Application_form_VN_23_2024_EDPS_CA_SG_Administrative_Agent)

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

- Cover letter detailing why you are suitable for this role (PDF format of maximum size of 1MB);
- CV (preferably in Europass format)
- Optional: All supporting documents, such as references, certificates, must be merged into one single PDF document of a maximum size of 1MB.

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

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!**

Brussels, 02/08/2024