



**EUROPEAN
DATA PROTECTION
SUPERVISOR**

**VACANCY
NOTICE**

The EDPS is looking for an **Events Officer**

Vacancy notice n°	VN-08-2025-EDPS-CA-IC
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	10/06/2025 at 12:00 midday (Brussels time GMT+1)

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;
- engages constructively with stakeholders, based on our core values: integrity, impartiality, transparency and pragmatism.

ABOUT THE POSITION

The job vacancy is in the Information & Communication Unit, which is composed of a small and dynamic team of highly motivated colleagues. The Unit is in charge of external communications, media relations, publications, website, social media, and events organisation. The jobholder will work under the supervision of the Head of Unit.

As an Events Officer, your main responsibilities will include:

- Planning, organising and coordinating external events and meetings (e.g. conferences, seminars, workshop, exhibitions, study visits, etc.);
- Managing the internal network of Events Correspondents to ensure timely planning of the EDPS external events;
- Cooperating with internal and external stakeholders on events' organisation and external communication;
- Support the planning and developing of communication campaigns focused on events;
- Support the planning and developing of visuals and videos both working independently and in collaboration with a graphic designer;
- Drafting content for the website, social media, videos, visual, printed material, etc.;
- Updating the EDPS website and the EDPS intranet;
- Managing video-conferencing tools (e.g. Webex) to organise Hybrid Meetings;
- Managing registrations and accreditation processes;
- In cooperation with the Finance and Procurement Officer contributing to the planning, monitoring, and reporting of the budget related to events;
- In cooperation with the Finance and Procurement Officer contributing to the development of procurement procedures and management of contractors related to events (e.g. venue, catering, brand materials, video production etc.);
- Preparing post-event reports based on quantitative and qualitative data related to events and communication campaigns;
- Managing the event's dedicated functional mailbox;
- Assisting press office in connection with the events organisation: replying to media queries; contributing to press release and organising media briefings (Backup);

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:

- 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 (at the latest by the end of the recruitment process) and therefore shall create a corresponding EPSO profile already with their application.

Selection criteria

We are looking for someone with the following skills and experience:

Essential

- At least two (2) years of proven professional experience in event organisation, preferably within the EU Institutions or in an international environment;
- Ability to plan and implement activities and budget for event organisation;
- Ability to plan and implement communication campaigns related to events across different channels and stakeholders;
- Proficiency in Office software tools (e.g. Outlook, Word, Excel, PowerPoint);
- Experience with Content Management Systems, video-conferencing systems, and web/social media analytics;
- Excellent communication skills, inter-personal skills and client-oriented approach;
- Ability to work in a team but also independently and manage own work in a proactive, flexible way;
- Solid planning, organisational and problem-solving skills and attention to detail;
- Ability to manage efficiently multiple priorities under tight deadlines;
- Very good level of written and spoken English, which is the main working language of the EDPS Secretariat, and another EU language.

Advantageous

- Experience of working in an EU institution, body or agency, or sufficient knowledge of the structure and functioning of the European Union;
- Knowledge of EU Institutions' procedures for event organisation (room booking, catering, security);
- Knowledge of EU Institutions procurement procedures, in particular related to event management;
- Knowledge of graphic design tools such as Canva, Photoshop, Premiere, Da Vinci Resolve or Illustrator;
- Video recording and editing skills;
- Knowledge of other EU languages.

HOW TO APPLY?

Interested in this position? Please apply via the following link by **10/06/2025 at 12:00 midday (Brussels time)**:

<https://ec.europa.eu/eusurvey/runner/VN-08-2025-EDPS-CA-IC-Events-Officer>

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 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!