



**EUROPEAN
DATA PROTECTION
SUPERVISOR**

**VACANCY
NOTICE**

The EDPS is looking for a

COPYWRITER AND COMMUNICATION OFFICER

Vacancy notice n°	VN-10-2025-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	25/06/2025 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 a Copywriter and Communication Officer, your main responsibilities will include:

- In cooperation with Case Officers drafting press releases, blogposts, briefings, articles and other materials needed for media and stakeholders relations;
- In cooperation with Case Officers planning, drafting, proofreading and coordinating production of various EDPS communication materials (factsheets, brochures, infographics, Annual Report);
- Planning, developing and drafting content for EDPS social media campaigns;
- Planning, drafting content and coordinating production of the EDPS Newsletter;
- Planning, drafting scripts and cooperating on production of EDPS podcasts and videos;
- Drafting content for the EDPS website;
- Proofreading various documents;
- Cooperating with the internal graphic designer and sub-contractors;
- Updating the EDPS website;
- Coordinating the production of the Annual Report;
- Processing of information requests, writing replies to e-mails and letters;
- Assisting in the organisation of information actions, seminars, events, workshops, study visits.

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 applications¹:

- 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 copywriting, preferably within the EU Institutions or in an international environment;
- Ability to draft various types of content and adapt the style to the target audience and other specific needs;
- Ability to translate complex ideas in a communicative way;
- Ability to conceptualise, coordinate, plan and execute activities related to publications;
- Ability to plan and implement communication campaigns;
- Proficiency in Office software tools (e.g. Outlook, Word, Excel, PowerPoint);
- 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;
- High level of written and oral proficiency in English.

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' tools and procedures for production of publications (e.g. Dempub);
- Knowledge of tools such as Canva, Photoshop, Illustrator, Premiere, Da Vinci Resolve or VMix;
- Audio recording and editing skills;
- Experience with web Content Management Systems;
- Native-level of English and knowledge of other EU languages.

Interviewed candidates may be required to take a written test in view of determining their drafting and communication skills.

HOW TO APPLY?

Interested in this position? Please apply via the following link by **25/06/2025 at 12:00 midday (Brussels time)**:

<https://ec.europa.eu/eusurvey/runner/VN-10-2025-EDPS-CA-IC-Copywriter-Communications-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!