



The European Data Protection Board is looking for a

## Legal Officer Specialised In Data Protection

Vacancy notice n°	07-2025-EDPB-FO-Legal Officer
Type of post/type of contract	AD
Grade/function group	AD5-AD9
Publication under	Article 29(1)(a), (b) and (c) of the Staff Regulations
Place of employment	Brussels (Belgium)
Deadline for applications	24/09/2025 (Brussels time GMT+1) at 12:00 midday

### 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 150 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 EDPB and EDPS - great places 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 vacancy is 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 **Legal Officer**, your main responsibilities will include:

- Providing analytical support to the members of the EDPB, in particular by drafting EDPB-related documents in cooperation with the EDPB members, such as opinions, binding decisions, guidelines, policies, internal rules of procedure and notes;
- Participating in EDPB meetings, including representing the views of the EDPB Secretariat as well as drafting minutes and, where appropriate, participating in external events;
- Providing legal advice, assistance and support to the EDPB members and to the EDPB Secretariat, including relating to its day to day management such as on EU administrative law and check of legal compliance;
- Providing legal support in relation to litigation cases involving the EDPB before the EU Courts;
- Providing legal advice and assistance to the EDPB Communication team on requests for information from for the public, on the preparation of briefings for the EDPB Chair and vice-Chairs, on communication with journalists, and on contributions to the EDPB website and annual report;

- Contributing to the handling, where appropriate, of access to documents requests in compliance with Regulation (EC) 1049/2001;
- Providing administrative and logistical support to the members of the EDPB, in particular communicating documents amongst the EDPB members and other stakeholders or organising expert subgroups meetings with the support of the EDPB Secretariat Administrative assistance sector;
- Monitoring legal and business developments relevant to data protection, including enforcement of compliance by regulators, CJEU, ECtHR case-law and case-law of national courts in the area of data protection and other relevant EU law areas for the functioning of the EDPB;
- Performing any other actions or activities identified by the Head of the EDPB Secretariat or the relevant Head of Sector.

In addition, your responsibilities may also include contributing to the activities of the Coordinated Supervision Committee (CSC). The CSC operates within the framework of the EDPB. It gathers data protection authorities and the EDPS to ensure coordinated supervision of large scale IT systems and of EU bodies, offices and agencies, in accordance with Article 62 of Regulation (EU) 2018/1725 or with the EU legal act establishing the large scale IT system or the EU body, office or agency. This currently covers:

- Internal Market Information System (IMI);
- European Union Agency for Criminal Justice Cooperation (Eurojust);
- European Public Prosecutor's Office (EPPO);
- European Union Agency for Law Enforcement Cooperation (Europol);
- The Schengen Information System (SIS);
- Visa Information System (VIS);
- Prüm II;
- Customs Information System (CIS).

It will also cover in the near future:

- Entry/Exit System (EES);
- The European Travel Information and Authorisation System (ETIAS);
- The European Criminal Records Information System on non EU-nationals (ECRIS-TCN);
- European Asylum Dactyloscopy Database (EURODAC);
- Interoperability of EES, ETIAS, ECRIS-TCN, EURODAC, SIS, Prüm II and VIS.

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## **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:

- be a EU Official in the function group 'Administrator' and a grade between AD5 and AD9

OR

- be a laureate of an EPSO competition for “Administrators”.

### Selection criteria

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

#### Essential

- Very good knowledge of EU data protection legislation;
- Extensive capacity for analysis, good communication and writing in a structured way;
- Very good ability of multitasking and to complete several simultaneous projects on a deadline as well to demonstrate flexibility and willingness to work on diverse types of tasks;
- Very good organisational skills and sense of responsibility;
- Ability to work autonomously but also strong sense of teamwork;
- Very good knowledge of English;
- Good computer skills, sound knowledge of MS Office package (in particular Word, Excel).

#### Advantageous

- Knowledge in the field of data protection in the context of law enforcement and/or EU large scale IT systems and EU bodies, offices and agencies;
- Knowledge and previous experience in the field of cooperation among national data protection authorities;
- Knowledge and previous experience of litigation in the field of data protection law (e.g. before national data protection authorities or national or EU courts);
- Ability to work in a small team in the dynamic environment of a young institution;
- Good knowledge of the structure and functioning of the European Union and of its institutions, the EU treaties, EU procedural law, and other fields of Union law broadly linked with data protection.
- Good understanding of the implications of data protection legislation for EU institutions and bodies

### HOW TO APPLY?

Interested in this position? Please apply via the following link by **24/09/2025 at 12:00 midday (Brussels time)**: [https://ec.europa.eu/eusurvey/runner/Application\\_form\\_VN-07-2025-EDPB-FO-Legal\\_Officer](https://ec.europa.eu/eusurvey/runner/Application_form_VN-07-2025-EDPB-FO-Legal_Officer)

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

- Official statement confirming current status as an official with date of establishment and grading and copy of the last two evaluation reports (for officials) OR EPSO attest (for EU competition laureates only). Contract agents and temporary agents are not eligible;
- Cover letter detailing why you are suitable for this role (PDF format of maximum size of 1MB);

- CV (preferably in Europass format);
- Optional: Other supporting documents, such as references, certificates, which 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**

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](#).