



## EUROPEAN DATA PROTECTION SUPERVISOR

### VACANCY NOTICE

## The EDPS is looking for an HR Legal Officer

|                               |                                                        |
|-------------------------------|--------------------------------------------------------|
| Vacancy notice n°             | VN-17-2025-EDPS-FO-HRBA                                |
| Type of post/type of contract | Official                                               |
| Grade/function group          | AD5-AD8                                                |
| Publication under             | Article 29(1)(a), (b) and (c) of the Staff Regulations |
| Place of employment           | Brussels (Belgium)                                     |
| Deadline for applications     | 04/11/2025(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;
- engages constructively with stakeholders, based on our core values: integrity, impartiality, transparency and pragmatism.

## ABOUT THE POSITION

Our job vacancy is in the **Human Resources, Budget and Administration Unit (HRBA)**. The unit is in charge of a number of horizontal processes aimed to ensure the financial, human and administrative resources and tools for the smooth functioning of the European Data Protection Supervisor. The unit also provides financial, human resources, and administrative support to the Secretariat of the European Data Protection Board (EDPB), which is administratively attached to the EDPS.

As a member of the HRBA unit, you will work under the guidance of the Head of Unit (HoU) and Deputy Head of Unit (DHoU), and your main responsibilities will include:

- Providing legal advice orally or in writing on all topics covered by the HRBA unit, such as selections and recruitments, procurement procedures, ethics, disciplinary procedures, complaints, etc.;
- Preparing legal and policy documents on behalf of the HRBA unit for approval, decision or signature of the Supervisor and of the Secretary General;
- Performing regular reviews of documents relating to HR and administrative policies, internal decisions of an organisational nature and concerning the implementation of the Staff Regulations;
- Contributing to the design, implementation and revision of HR and administrative policies and processes in the EDPS/EDPB from a legal perspective;
- Participating in inter-institutional working groups in the remits of the HRBA unit;
- Providing ad-hoc legal guidance and advice to the HR and Finance Team members and to the HoU/DHoU where required;
- Contributing to the drafting of the Annual Management Plan, Annual Report, Annual Activity Report;

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:

- be a EU Official in the function group 'Administrator' and a grade between AD5 and AD8

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

- A level of education corresponding to completed university studies of at least three years, attested by a diploma, preferably in the field of law or another field relevant for this position;
- Professional experience in Human Resources or EU administration of at least 3 years with tasks closely related to those listed in the job description;
- Excellent knowledge of the Staff Regulations and Conditions of Employment of other Servants (CEOS) and its rules of application to the European Institutions;
- Practical experience in providing legal advice to management on EU administrative and institutional law and/or human resources law of EU institutions;
- Ability to liaise and cooperate with counterparts from other EU Institutions, in particular Commission's services;
- Very good organisational, prioritising and problem-solving skills and motivation to learn;
- Ability to work in a small team and in a dynamic environment;
- Sense of responsibility, flexibility, discretion, initiative and human relations;
- Excellent inter-personal, customer orientation and communication skills;
- Very good level of written and spoken English, which is the main working language of the EDPS and the EDPB.

### Advantageous

- Practical experience in dealing with complaint, appeal and pre-litigation files;
- Knowledge of the Financial Regulation;
- Experience in contract law and/or in providing legal advice on procurement procedures;
- Very good computer skills, including software used by the European institutions such as Sysper, ABAC/SUMMA, Ares, etc;
- Very good knowledge of French and of any other official languages;
- Experience in team coordination.

## HOW TO APPLY?

Interested in this position? Please apply via the following link by **04/11/2025 at 12:00 midday (Brussels time)**:  
[https://ec.europa.eu/eusurvey/runner/Application\\_form-VN-17-2025-EDPS-FO-HRBA\\_HR\\_Legal\\_Officer](https://ec.europa.eu/eusurvey/runner/Application_form-VN-17-2025-EDPS-FO-HRBA_HR_Legal_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);
- 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.
- 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

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!