The EDPS is looking for a

POLICY AND ADMINISTRATIVE ASSISTANT

Vacancy notice n°	VN-01-2026-EDPS-AI-CA
Type of post/type of contract	Contract Agent (CA) (1 year renewable)
Grade/function group	FGIII
Publication under	Article 3b of the CEOS
Place of employment	Brussels (Belgium)
Deadline for applications	09/02/2026 (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. In addition, the EDPS is since the entry into force of the AI Act on 2 August 2025 the supervisor for AI Systems of the EU institutions. 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 **AI Unit** of the EDPS was created on 1 October 2024 to respond to the new supervisory tasks attributed to the EDPS by the AI Act and currently comprises 10 staff members. Notably, the AI Unit is entrusted with the tasks and competences of the EDPS as a Market Surveillance Authority and Notified Body. In this context, the AI Unit prepares for and participates, on behalf of the EDPS, in AI-Act governance bodies such as the AI Board and its thematic subgroups, and ensures that Union institutions, offices, bodies and agencies (EUIs) comply with the AI Act. These current and future tasks include, inter alia, the following:

- Attending the AI Board and the AI Board subgroups at technical level, as well as other AI Act related fora.

- Preparing the EUIs for the AI Act, giving advice and guidance, and organising joint mappings of AI systems.

- Providing an online platform for the exchange of best practices with EUIs prior to the full entry into application of the AI Act in the framework of the AI Act Correspondents Network.

- Managing the AI Act Correspondents Network of EUIs where all EUIs exchange and cooperate on compliance with the AI Act including regular meetings and workshops.

- Management of complaints regarding the potential infringement of AI Act obligations by EUIs.

- Reviewing and assessing Fundamental Rights Impact Assessments submitted by EUIs that are deployers of AI systems.

- Performance of investigations and audits within the scope of the AI Act, specifically for AI systems that are provided or deployed by EUIs.

- Establishment and management of regulatory sandboxes for EUIs to test AI systems.

- Ensuring the conformity of AI systems provided or developed by EUIs, including the conformity certification of AI systems for remote biometric identification, biometric categorisation and emotion recognition.

As a Policy and Administrative Assistant, your main responsibilities will include:

Policy work:

- Assisting the members of the AI Unit with research on various issues with regard to AI and the AI Act.

- Drafting first versions of briefings and notes for the AI Unit and the EDPS hierarchy.

- Monitoring recent policy developments in the EU, its Member States and internationally.

Communication and Reporting tasks:

- Drafting texts and scripts for EDPS communication measures in the field of AI such as scripts for video clips, newsletter input, and blogposts.

- Drafting reporting documents with regard to the activities of the AI Unit (Annual Report, Annual Activity Report, Risk Management Reports, Annual Management Plan, etc.).

Organisational tasks:

- Organisation of events for the AI Unit (notably the regular meetings of the AI Act Correspondents Network and related workshops, including communication with the participants and speakers and preparation of agendas).

- Organisation of meetings, including booking of rooms and Webex call setting, and reservations for missions for the staff members of the AI Unit.

- Drafting of meeting minutes.

- Monitoring and administering the functional mailbox of the AI Unit.

- Document management and filing.

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[1]:

Qualifications and professional experience[2]:

- 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 are therefore encouraged to create a corresponding EPSO profile already with their application.

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[1] 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.
[2] 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.

Selection criteria

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

Essential

- Excellent drafting skills (e.g. briefings, content for social media and the EDPS website, articles, etc.).

- Good computer skills: Microsoft Office (especially Word, PowerPoint and Excel).

- Excellent time management and organisational skills.

- Accuracy and attention to detail.

- Flexibility and willingness to work in a small team in a dynamic environment.

- Interest in AI and technology.

- An excellent command of English is necessary as most documents and communication of the AI Unit are in English.

- Minimum 1-year experience in similar functions.

Advantageous

- Communication background.

- Good knowledge of the structure and functioning of the European Union.

- Experience in event organisation.

- Familiarity with administrative support tools used by EUIs such as Sysper, MiPs and CMS, or willingness to learn.

HOW TO APPLY?

Interested in this position? Please apply via the following link by **09/02/2026 at 12:00 midday (Brussels time):** https://ec.europa.eu/eusurvey/runner/Application_form_VN-01-2026-EDPS-AI-CA_Policy_and_Administrative_Assistant

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!