



EUROPEAN DATA PROTECTION SUPERVISOR

VACANCY NOTICE

The EDPS is looking for a

LEGAL AND POLICY OFFICER

Vacancy notice n°	VN-08-2026-EDPS-FO-GIC
Type of post/type of contract	AD
Grade/function group	AD5-AD12
Publication under	Article 29(1)(a), (b) and (c) of the Staff Regulations
Place of employment	Brussels (Belgium)
Deadline for applications	04/03/2026 (Brussels time GMT+1) at 12:00 midday

WHO ARE WE?

The EDPS - a young and dynamic institution

The European Data Protection Supervisor (EDPS) is the independent data protection authority of the EU institutions and bodies and the advisor to the EU legislator on data protection matters. Established in 2004 and based in Brussels, the EDPS works to promote a strong data protection culture across the EU institutions and in EU legislation. We also closely monitor technological developments and seek to anticipate their impact on the individual's privacy. Additionally, since the entry into force of the AI Act, we ensure that the EU institutions use, develop, and deploy AI in line with its rules. The EDPS employs around 170 staff members, including EU officials, Contract Agents, Temporary Agents, Seconded National Experts and Trainees, working on a full-time or part-time basis.

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 **Governance & Internal Compliance Unit (GIC)**, which is composed of a small and dynamic team of highly motivated colleagues. The unit is in charge of a number of cross-cutting activities covering records, archives and knowledge management, internal control, transparency and access to documents, planning coordination, support to management meetings, coordination of internal compliance with the provisions of the AI Act; furthermore, the Data Protection Officer is administratively attached to the unit. The synergies among these functions allow the unit to provide advice and support across services on the organisation's internal compliance and governance processes.

As a member of the GIC unit, you will be able to contribute to a variety of organisational processes.

Your main responsibilities will include:

- Handling access to document requests at initial and confirmatory stage, in line with Regulation (EU) 1049/2001 and advising on transparency matters, in coordination with the EDPS Transparency Officer;
- Monitoring and advising the EDPS as controller on the application of Regulation (EU) 2018/1725 (EUDPR) in alignment with the EDPS Data Protection Officer, in particular with regard to advice to services on data protection compliance and data subjects requests handling;
- Coordinating the establishment and reviews of the EDPS Annual Management Plan and contributing to internal planning activities;
- Developing templates, training and awareness materials in the above mentioned areas of work;
- Contributing to the design, implementation and revision of procedures in the fields of activity of the unit, in particular with regard to access to documents, transparency and data protection;
- Managing relationships with counterparts in EU Institutions, bodies and agencies and other stakeholders as appropriate;
- Participating and contributing to working groups and work-streams as requested.

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 an EU Official in the function group 'Administrator' and a grade between AD5 and AD12

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 in the field of law, attested by a diploma, and at least 3 years of professional experience as a legal officer/lawyer, preferably in the field of data protection or access to documents;
- Sound knowledge of the structure and functioning of the European Union and of its institutions, the treaties and other fields of EU law in relation to the position, the principles of good administration;
- Good knowledge of Regulation (EC) 1049/2001 and its related legal and implementation aspects at institutional level;
- Good knowledge of Regulation (EU) 2018/1725 and its related legal and implementation aspects at institutional level;
- Very good level of written and spoken English, which is the main working language of the EDPS and the EDPB Secretariat;
- Very good organisational and prioritising skills in a very varied workload and ability to comply with set deadlines;
- Excellent communication and inter-personal skills to engage and cooperate with multiple internal and external stakeholders;
- Ability to analyse and structure information, and to identify and present solutions taking into account both applicable rules and operational aspects;
- Sense of responsibility and discretion, flexibility, service-oriented attitude.

Advantageous

- Practical experience in providing legal advice to management;
- Previous experience in dealing with transparency related matters;
- Practical experience in coordinating the work of multiple stakeholders, and strong ability to work collaboratively;
- Proven resilience in view of high workload periods and the ability to respond quickly and decisively in the case of urgency;
- Good knowledge of French;
- Knowledge of other EU official languages.

HOW TO APPLY?

Interested in this position? Please apply via the following link by **04/03/2026 at 12:00 midday (Brussels time)**:

<https://ec.europa.eu/eusurvey/runner/VN-08-2026-EDPS-FO-GIC-Legal-and-Policy-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 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!