



## The European Data Protection Board is looking for a **Communication Officer**

<b>Vacancy notice n°</b>	VN-03-2026-EDPB-FO
<b>Type of post/type of contract</b>	AD
<b>Grade/function group</b>	AD5-AD12
<b>Publication under</b>	Article 29(1)(a), (b) and (c) of the Staff Regulations
<b>Place of employment</b>	Brussels (Belgium)
<b>Deadline for applications</b>	02/03/2026 (Brussels time GMT+1) at 12:00 midday

### WHO ARE WE?

#### EDPB and EDPS - young and dynamic institutions

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.

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.
- has a strong capacity to understand the data protection legal framework and evolving technological developments, and to communicate expert-level content in a clear, engaging and accessible way.

## 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 a **Communication Officer** your main responsibilities will include:

- Drafting communications materials for the EDPB Chair, Deputy Chairs and Head of the EDPB Secretariat, including speeches, speaking notes and briefings for panels and high-level events;
- Coordination of the EDPB Chair's and Deputy Chair's speaking engagements;
- Advising and supporting the EDPB Chair and Deputy Chairs for their stakeholder communication activities;
- Writing, editing, and coordinating the production of the EDPB Annual Report and other publications;

- Developing and implementing communication campaigns to raise awareness of EDPB priorities, guidance, and key initiatives;
- Production of staff newsletter;
- Contributing to EDPB communication materials;
- Performing any other actions or activities identified by the Head of the Communications Sector.

*You may 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 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 minimum of 5 years of proven professional experience in communication outreach for an EU institution or national public authority, including speechwriting and/or stakeholder relations;
- Knowledge of and interest in EU data protection or digital legislations, or digital policy / innovation / economy;
- Excellent drafting and editing skills, with a strong ability to communicate complex topics clearly to different audiences;
- Ability to multitask, resilience and flexibility;
- Capacity to work under short deadlines;
- Very good organisational skills and sense of responsibility;
- Ability to work autonomously but also strong sense of teamwork;
- Excellent knowledge of English; knowledge of other languages is an asset;
- Good computer skills, sound knowledge of MS Office package.

## Advantageous

- 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.

## HOW TO APPLY?

Interested in this position? Please apply via the following link by **02/03/2026 at 12:00 midday (Brussels time)**: [https://ec.europa.eu/eusurvey/runner/Application\\_form\\_VN-03-2026-EDPB-FO-Communication\\_Officer](https://ec.europa.eu/eusurvey/runner/Application_form_VN-03-2026-EDPB-FO-Communication_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](#).