



**EUROPEAN
DATA PROTECTION
SUPERVISOR**

**VACANCY
NOTICE**

The EDPS is looking for an
ADMINISTRATIVE ASSISTANT

Vacancy notice n°	18-2026-EDPS-GIC-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	27/04/2026 (Brussels time GMT+1) at 12:00 midday

WHO ARE WE?

The EDPS - a dynamic and forward-looking 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 individuals' 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.

As an administrative assistant, your main responsibilities will include:

- Assisting the Head of Unit (HoU) in planning coordination and timely follow-up of the unit activities, monitoring on-going actions and upcoming deadlines (internal and external), including budget planning and execution for the unit;
- Coordinating the drafting of reporting documents with regard to the activities of the GIC unit (Annual Report, Annual Activity Report, Risk Management, Annual Management Plan, etc.);
- Providing support to the Internal Control Coordinator in the organisation and follow-up of internal control and risk management related activities;
- Contributing to the management of the unit documentation;
- Contributing to the preparation of presentations, notes and other texts as needed for the overall unit activity;
- Contributing, as back-up for the secretary, to general administrative and logistic support for the unit including managing the public facing mailboxes handled by the unit, drafting minutes, document registration and filing, organising meetings and/or video-conferences with internal and external stakeholders, maintenance and update of the unit sections in the EDPS intranet.

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 applications¹:

Qualifications and professional experience²:

- 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.

Selection criteria

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

Essential

- Professional experience of at least 3 years as administrative assistant in an EU institution, body, agency;
- Very good interpersonal and organisational skills paired with a sense of initiative, responsibility and service orientation;
- Excellent time management and organisational skills, in a very varied workload;
- Flexibility and willingness to work in a small team in a dynamic environment;
- Capacity to deliver in a structured and meticulous way and meet deadlines;
- Proficiency in Office software tools;
- Very good level of written and spoken English, which is the main working language of the EDPS and the EDPB Secretariat.

Advantageous

- Experience in using EU IT tools (e.g. ARES, SYSPER, MiPS ...) as advanced user;
- At ease in adapting to new IT tools;
- Good understanding of the structure and functioning of the European Union and its Institutions, in relation to the position;
- Good knowledge of French;
- Knowledge of other official languages

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.

HOW TO APPLY?

Interested in this position? Please apply via the following link by **27/04/2026 (Brussels time GMT+1) at 12:00 midday**: https://ec.europa.eu/eusurvey/runner/Application_form_VN-18-2026-EDPS-CA-GIC_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.

Do not hesitate to contact edps-selections@edps.europa.eu in case you have any questions.

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!