



The European Data Protection Board is looking for an
Administrative Officer

Vacancy notice n°	10-2026-EDPB-FO
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	29/05/2026 (Brussels time GMT+1) at 12:00 midday

WHO ARE WE?

EDPB and EDPS - dynamic and forward-looking 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 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.

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 (EU) 2016/679 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.

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 an **Administrative Officer**, your main responsibilities will include:

- Coordinate and support the implementation of administrative processes and procedures to ensure efficient functioning of the EDPB and its Secretariat, including monitoring progress and identifying areas for improvement;
- Contribute to the development and implementation of administrative strategies, ensuring alignment with organisational objective and strategic priorities of the EDPB;
- Support the preparation, execution and monitoring of the administrative budget, including financial follow-up and ensuring compliance with applicable rules and procedures;
- Draft reports, administrative documents and briefings, providing analysis to support decision-making by senior management;
- Coordinate administrative activities, and the organisation of meetings, events, missions and related logistical arrangements;

- Coordinate the organisation and follow-up translation and proofreading processes of official documents, ensuring quality;
- Ensure the effective use of administrative tools and resources to support efficient and quality service delivery in their areas of activities;
- Collaborate and liaise with colleagues from other EU institutions to support the development, implementation and follow-up of objectives and action plans defined by management;
- Fostering synergies with other EU institutions improving service delivery, streamlining processes and addressing operational bottlenecks.

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 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

- Professional experience of at least 5 years, coordinating administrative matters and developing administrative processes and procedures within EU institutions, bodies, offices or agencies;
- Knowledge of the EDPB's structure, organisation, environment and the various actors involved;
- Knowledge of administrative, budgetary and management procedures in the relevant field;
- Experience in managing administration and logistics, process management, project management, and overseeing operational finance initiation;
- Experience in drafting and planning annual or multi-annual budget;
- Experience in collaborating with stakeholders from EU institutions and national public bodies, including the organisation of high-level meetings;
- Very good interpersonal skills with stakeholder interaction and client-oriented approach;
- Very strong communication skills, with the ability to propose clear and practical solutions;
- Excellent planning, organisational and multitasking skills to ensure respect of timelines, paired with a sense of initiative, responsibility and resilience;
- A strong sense of team spirit and collaboration across teams in a dynamic environment;
- Proficiency in MS Office (especially Outlook, Word and Excel);
- A very good level of written and spoken English, the main working language of the EDPB.

Advantageous

- Experience in using EU IT tools.
- A good level of written and spoken French.

HOW TO APPLY?

Interested in this position? Please apply via the following link by **29/05/2026 at 12:00 midday (Brussels time)**: https://ec.europa.eu/eusurvey/runner/Administrative_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 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 a copy of the last two evaluation reports, 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

The selection (and recruitment) procedure is coordinated by the Human Resources team of the 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](#).