



**EUROPEAN
DATA PROTECTION
SUPERVISOR**

**VACANCY
NOTICE**



The EDPS is looking for an

Information and Communication Assistant

Vacancy notice n°	20-2026-EDPS-CA-IC
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	20/07/2026 (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 **Information and Communication Unit**. The unit is in charge of explaining and promoting the work of the EDPS and ensures that the EDPS messages reach the relevant audiences at the right time. The team strives to make the complex data protection issues more accessible to a large audience by providing information on the EDPS's day-to-day work in clear language and via appropriate communication tools such as our website and various social media channels. This may include developing social media campaigns centred on specific themes, promoting the Supervisor's participation at important events, and more. The team also works on videos, podcasts and publications, such as the Newsletter, factsheets, blogposts and press releases.

As an Information and Communication Assistant, your main responsibilities will include:

- Administrative and logistical support in the organisation of events and meetings (conferences, webinars, workshops, internal and external meetings with stakeholders);
- Planning, organisation and coordination of study visits;
- Support in the planning, drafting and preparation of daily social media content and social media campaigns;
- Assistance in audio-visual production (podcasts and video recordings);
- Cooperation with external contractors in event management and other communication activities;
- Media monitoring and compilation of the weekly press review;
- Updates of the EDPS website and intranet;
- Management of the internal EDPS library;
- Collaboration with colleagues in the Unit to ensure synergies and business continuity;
- General administrative support, including document registration and filing, handling translations, publications and mission requests, drafting replies to information requests, managing mailboxes and correspondence;
- Other logistical or administrative tasks as assigned by the Head of Unit.

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

- Relevant professional experience of at least 1 year in an administrative or communication role;
- Excellent organisational, time management, and prioritisation skills;
- Flexibility and willingness to work in a small team under tight deadlines;
- Ability to be a team player but also work independently and manage own workload in a proactive and meticulous way;
- Excellent communication, inter-personal, and problem-solving skills, as well as a client-oriented approach;
- Proficiency in Office software tools (e.g. Outlook, Word, Excel, PowerPoint) and good knowledge of information technologies;
- Very good level of written and spoken English, which is the main working language of the EDPS Secretariat;

Advantageous

- Experience of working in an EU institution, body or agency, including knowledge of IT tools such as SYSPER, ARES, CMS, MIPS+, Neo;
- Previous experience with production of audio-visual materials (short videos, podcasts etc.);
- Keen eye for detail and a high level of precision;
- Previous experience with Content Management Systems, such as Drupal;

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.

- Sufficient knowledge of the structure and functioning of the European Union;
- Knowledge of other EU languages.

HOW TO APPLY?

Interested in this position? Please apply via the following link by **20/07/2026 at 12:00 midday (Brussels time)**:
<https://ec.europa.eu/eusurvey/runner/VN-20-2026-EDPS-CA-IC-IC-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!