

The EDPS is looking for an

HR Assistant

Vacancy notice n°	30-2026-EDPS-CA-HRBA
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	11/12/2026 (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 Human Resources Sector, which is part of **the Human Resources, Budget and Administration Unit (HRBA)**. The unit is in charge of a number of horizontal processes aimed to ensure the financial, human and administrative resources and tools for the smooth functioning of the European Data Protection Supervisor. The unit also provides financial, human resources, and administrative support to the Secretariat of the European Data Protection Board (EDPB), which is administratively attached to the EDPS.

As an HR Assistant, your main responsibilities will include:

In cooperation with the HR team members, contributing to the management of HR processes covering the entire employment cycle of staff members:

- Contributing to the selection and recruitment procedures for statutory and non-statutory staff;
- Managing HR information systems and producing HR-related reports;
- Supporting activities related to talent development, staff well-being and performance management;
- Assisting in the drafting of HR procedures and in the revision of existing procedures;
- Acting as a contact point for staff-related matters;
- Providing back-up support for absence and leave management (GECO), including ensuring the correct management and encoding of leave and absence data, as well as time management;
- Assisting in the preparation of the Staff Satisfaction Survey and in the analysis of the results.

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[1]:

Qualifications and professional experience[2]:

- 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 as an HR assistant of at least 3 years, of which at least one year in the EU Institutions (EUIs);
- Experience in selection and recruitment procedures of EUIs statutory staff;
- Hands-on knowledge in the HR management IT tool used by the EUIs;
- Excellent communication and inter-personal skills to engage and cooperate with EDPS and EDPB colleagues, hierarchy, counterparts in the other EUIs, and other external stakeholders;
- Strong sense of discretion, responsibility, flexibility and client-oriented approach;
- Very good organisational, prioritisation and problem-solving skills, with the ability to manage a varied workload effectively;
- Very good level of written and spoken English, which is the main working language.

Advantageous

- A diploma in HR management or a related field;
- Ability to analyse HR data and prepare related reports;
- Knowledge of the European Commission's HRT programme and SYSPER modules;
- Knowledge of other EU official language(s).

[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 **11/12/20226 at 12:00 midday (Brussels time):** https://ec.europa.eu/eusurvey/runner/Application-form-VN-30-2026-EDPS-CA-HRBA-HR-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!