



## Job opportunities within the Digital Services Act Enforcement Team

(Ref.: Call CNECT RL DSA/2025/FGII)

This is a call for expression of interest for Contract Agents in Function Group II to join the enforcement team of the Digital Services Act (DSA).

In all, DG CONNECT estimates there will be approximately **10 job opportunities as administrative agents over the year 2025**, in the Directorates responsible for the enforcement of the DSA, possibly placed at the disposal of the Algorithmic Transparency Unit in JRC.

Expressions of interest are invited in the following profile: Administrative agent - **FG II with two sub-profiles**:

- Sub-profile 1.1.: **Administrative agent/secretary**
- Sub-profile 1.2.: **Administrative agent/document management agent**

This call will serve for recruitment in any of the different units of the “Online Platforms: Economy” and the “Online Platforms: Society” Directorates, as well as the European Centre for Algorithmic Transparency (ECAT), depending on the strengths of the candidate and the best match to the evolving needs of the organisation. The selection process is without prejudice to the eventual job title and job description, in case of recruitment.

In case of recruitment, the main contractual aspects are the following:

Type of contract	Contract Staff for auxiliary tasks <sup>1</sup>
Function group and grade	FG II
Initial contract duration	1 year (with the possibility of extensions up to 6 years in total)
Directorate	“Online Platforms: Economy” Directorate (CNECT D) “Online Platforms: Society” Directorate (CNECT F) “Algorithmic Transparency” Unit (JRC T3)
Place of employment	Brussels, Belgium (CNECT and JRC)
Deadline for expressing interest	16 October 2025 at 12:00 CET Time (midday)
Contact	CNECT-DSA-Recrutement@ec.europa.eu

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<sup>1</sup> According to Article 3b of the Conditions of Employment of Other Servants of the European Union (CEOS).

The working conditions of contract staff are governed by the Conditions of Employment of Other Servants of the European Union (Title IV) <sup>2</sup>.

General information on Contract Agents can be found at this [link](#).

## **1. ABOUT US**

### **Who we are**

We are a new and fast-growing team in the European Commission, working on the regulation of online platforms such as social networks, search engines, and online marketplaces. These are services millions of Europeans use every day, and our work helps keep them safe, fair, and trustworthy.

Our team is based in DG CONNECT (the Commission department for Communications Networks, Content and Technology) and brings together around 150 colleagues from across Europe. We are still expanding, which means there are many opportunities to grow with us.

We are responsible for implementing some of the EU's most important new digital laws — the Digital Services Act (DSA) and the Digital Markets Act (DMA) — as well as other rules that shape how online platforms operate. These laws give the Commission unique powers worldwide to supervise very large online platforms and search engines, and to make sure they manage risks such as illegal content, online scams, protection of children, freedom of expression, and elections.

To do this, we work in a dynamic and international environment, side by side with experts in law, economics, technology, communication, and project management. Our work is fast-paced and varied, and we rely on strong organisational and administrative support to keep everything running smoothly.

If you join us as a secretary, you will become part of a motivated and friendly team dealing with some of the most important issues of our time — from keeping children safe online to making sure Europe is fit for the digital age.

More information about our work can be found at [The EU's Digital Services Act](#)

## **2. WHAT IS THE JOB ABOUT?**

### **Overall purpose**

We are hiring administrative agents to help organise our work. In this call we are specifically looking for secretaries (Profile 1.1.) and agents helping with document management tasks (Profile 1.2.).

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<sup>2</sup> [Regulation No 31 \(EEC\), 11 \(EAEC\), laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Community.](#)

Where a candidate might be qualified for both sub-profiles, we invite candidates to select the one that would correspond to the area they would most be interested in working in. Please note that only one main sub-profile should be selected, but within a given profile one or more sub-profiles may be selected.

The jobholder should be able to demonstrate relevant qualifications and experience in one or more of the following sub-profiles:

#### **Sub-profile 1.1.: Administrative agent/secretary**

You will need to maintain and organise office tasks, linked to the good functioning in order to keep office administration and operations running smoothly. Examples include managing email correspondence, support to diary management, organising internal and external meetings (both virtual and physical), making travel arrangements for team members, and support other administrative processes of the directorate, including managing follow-ups and tracking of tasks.

#### **Sub-profile 1.2: Administrative agent/Document management agent**

You will primarily focus on document management related tasks, including tasks linked to the proper registration and accurate filing of incoming and outgoing correspondence, organising the assignment and follow-up to other team members. You will also work on the proper organisation, filing and archiving of (electronic) documents so that they can be easily retrieved and properly stored and archived in the relevant specialised IT tools. Where necessary, training for specialised IT tools and processes will be provided.

### **3. WE LOOK FOR**

We look for motivated, reliable, well-organised colleagues who can learn quickly and work autonomously but with excellent team spirit, and who can fit well in a young, dynamic, and evolving organisation.

To be eligible for recruitment under this call at the European Commission you must:

- be a citizen of a Member State of the EU and enjoy full rights as a citizen,
- have fulfilled any obligations imposed by applicable laws concerning military service,
- produce the appropriate character references as to suitability for the performance of the duties,
- have passed an EPSO CAST in the relevant Function Group for this position. At the stage of the application, it is sufficient to be registered in the [EPSO CAST](#) database,
- have a thorough knowledge of one of the official EU languages,
- have a satisfactory knowledge of a second EU language to the extent necessary for the performance of your duties<sup>3</sup>,

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<sup>3</sup> For details on language levels, please see the [Common European Framework of Reference for Languages](#)

- have 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.

### **Professional qualification and professional experience**

We are looking for professionals with relevant academic and professional credentials and proven professional experience of at least one year as follows:

**Minimum selection criteria:** at least one year of **relevant** professional experience.

### **The following will be considered an advantage but are not strictly required**

- *For Sub-profile 1.1 (Secretarial/Administrative support):* specific training or education as a secretary or administrative assistant, such as a diploma in secretarial studies, office management, administration, languages, or similar;
- *For Sub-profile 1.2 (Document management):* specific training or education in the area of document management, e.g. in the domain of record or document management, archives management, library or information science or management, or similar.

Candidates with different experiences or career paths are invited to explain their skills in relation to the vacancy notice in their motivation letter.

### **Additional criteria that will be considered an asset for the selection:**

- Proven ability to organise and prioritise work, often under time pressure.
- Experience in preparing, formatting, and finalising official documents (Word, Excel, PowerPoint).
- Familiarity with filing and archiving systems, either paper-based or electronic.
- Good drafting skills for short notes, emails, agendas, or minutes.
- Ability to manage agendas, schedule meetings, and coordinate logistics.
- Experience in liaising with colleagues and external partners in a multicultural environment.
- Good IT skills (Microsoft Office suite; knowledge of document management systems is an advantage).
- A strong sense of discretion and confidentiality.
- Team spirit, reliability, and a service-oriented attitude.
- Knowledge of more than one EU language is an advantage.

## **4. HOW TO EXPRESS YOUR INTEREST**

You may express your interest by filling in the [application form](#) by 16/10/2025 at midday 12:00 CET.

Please note that DG CONNECT will select only the candidates registered in the EPSO application database. Therefore, if you have not already registered in the EPSO application database you must do so in addition to expressing your interest. The present call for interest is

complementary to the formal EPSO application system: it allows candidates of the EPSO database to signal that they are interested in the positions offered by DG CONNECT.

To register in the EPSO application you must apply for (at least) one profile in the list of “[Contract staff selection procedures always open for registration | EU Careers](#)” for Contract Agent Function Group II (FG II). Please select the profile that best suits your education and experience<sup>4</sup>.

We will store the expression of interest forms in a database. Every time a vacant position arises, we will consult this database which contains the data of the persons that have expressed an interest to work for the Platforms directorate of DG CNECT. If your profile is among the "best matches", you might be invited to sit the EPSO CAST Permanent computer-based multi-choice tests and/or might be contacted for an interview to further assess the competences required for the position that interests you.

Neither the request to sit the EPSO CAST Permanent tests nor the invitation for an interview commit in any way the European Commission to offer a Contract Agent position, should you succeed the test.

The position will be subject to rules on conflicts of interest.

For information related to Data Protection there are two data separate data processings:

- On the one hand, the processing of personal data transmitted through the CAST database. Please see the Specific [Data Protection Record](#) under “7. Information to data subjects on their rights”, to find your rights and how to exercise them in addition to the privacy statement, which summarises the processing of your data.
- On the other hand, the processing of personal data transmitted through to the EU Survey tool. Please find below the privacy statement below.

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<sup>4</sup> For more information please see the following links:

Registration: <https://europa.eu/epso/application/passport/login.cfm?langsub=ok&lang=en>;  
<https://eu-careers.europa.eu/en/help/faq/epso-account-application>.

General information: <https://eu-careers.europa.eu/en/cast-permanent-selection-procedure>

Call for Expression of Interest: <https://eu-careers.europa.eu/en/documents/call-expressions-interest-cast-p-2023>.

## PROTECTION OF YOUR PERSONAL DATA

This privacy statement provides information about the processing and the protection of your personal data.

**Processing operation:** Use of EU Survey for the selection procedure for the Digital Services Act for contract agents

**Data Controller:** Directorate CNECT.F.2 (for the use of EUSurvey)

**Record reference:** DPR-EC-01488.1

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## **1. Introduction**

The European Commission (hereafter 'the Commission') is committed to protecting your personal data and to respecting your privacy. The Commission collects and further processes personal data pursuant to [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council, of 23 October 2018, on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

As for the use of EUSurvey tool, the responsible operational controller is CNECT.F2

## **2. Why and how do we process your personal data?**

The purpose of the processing is to organise and manage the selection process for contract agents for the Digital Services Act, to ensure that the most suitable candidates are selected and recruited for the available position.

The data collected in the selection process is used to assess whether the candidate fulfils the criteria of the positions. It is also used to assess the suitability of the candidate for the positions. Certain data (concerning professional experience and training) are used for a comparative analysis between the candidates.

Data of candidates that are not invited to the panels are not processed or transferred further.

Data of pre-selected candidates (e.g. first name, surname, Per-ID, function group, diplomas, professional experience, CV) recorded in the relevant EUSurvey module will be shared with HR.B.3 and falls then under the scope of the DPR-02054.

Data of the selected candidate (e.g. first name, surname, Per-ID, function group, diplomas, professional experience, CV) is recorded in the relevant EUSurvey module for the purposes of processing the recruitment (for more information on how your personal data is processed in EU survey, please refer to DPR-EC-01488).

## **3. On what legal ground(s) do we process your personal data**

This processing of your personal data is lawful based on the provisions of Article 5(1)(a) of Regulation (EU) 2018/1725, i.e.: 'processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body'.

This processing enables the Commission to implement the provisions of Articles 1, 3a, 3b and 82 of the CEOS, namely to engage contract staff, that is staff not assigned to a post included in the list of posts

appended to the section of the budget relating to the institution concerned and engaged for the performance of full-time or part-time duties.

#### Legal basis

- Article 1, 3a, 3b and 82 of the Conditions of Employment of other Agents of the Union.
- Commission Decision C(2017) 6760 on the general provisions for implementing Article 79(2) of the Conditions of Employment of Other Servants of the European Union, governing the conditions of employment of contract staff employed by the Commission under the terms of Articles 3a and 3b thereof.

#### 4. Which personal data do we collect and further process?

##### *Within EU Survey, CNECT F.2 will process:*

- first name(s), family name(s) currently used, family name(s) at birth;
- nationality or nationalities if relevant;
- place of birth, date of birth;
- address and contact details, including e-mail address;
- civil status;
- data concerning training and professional experience, including diplomas and work experience-related documents;
- knowledge of languages;
- motivational letter;
- CV.

##### *Technical information related to EU Survey*

- User credentials for the use of EUSurvey:
  - User login ID and password.
- The EUSurvey system uses:
  - Session "cookies" in order to ensure communication between the client and the server. Therefore, user's browser must be configured to accept "cookies". The cookies disappear once the session has been terminated.
  - Local storage to save copies of the inputs of a data subject in order to have a backup if the server is not available during submission or the user's computer is switched off accidentally or any other cause.
  - The local storage contains the IDs of the questions and the draft answers.
  - Once a participant has submitted one's answers successfully to the server or has successfully saved a draft on the server, the data is removed from the local storage.
- Analytics:
  - EUSurvey uses the Europa Analytics service for traffic statistics and analytics. For further information see [Europa Analytics](#) website.



No personal data within the meaning of Article 10 of Regulation 2018/1725 should be processed. However, if applicants report health data related to special needs (e.g.: as regards physical access to buildings and physical mobility), this information would also be processed for the purposes of organising logistics for the interviews of the selection panel.

#### **5. How long do we keep your personal data?**

Data of non-selected candidates derived from the EU Survey tool by DG CNECT is stored for 1 year after the closure of the call for interest.

Data of candidates that were invited to an interview or were successfully selected fall under the retention period of the [DPR-02054](#).

Survey specific data on EU Survey - i.e. data collected by the individual survey is retained as long as the questionnaire is valid.

Regarding user contact details on EU Survey the Commission only keeps user personal data for the time necessary to fulfil the purpose of the survey. In particular: as long as you are an EU staff member, your user account remains active and your personal data is therefore retained. However, you can, at any time, ask the EUSurvey team to terminate your account if you no longer wish to use the service. In this case, your user account, all associated data and all surveys and results will be permanently deleted. As an external user, you can, at any time, ask the EUSurvey team to terminate your account if you no longer wish to use the service. The corresponding account, all associated data, and all surveys and results will be permanently deleted. In addition, unused external user accounts are deleted after a period of inactivity of 2 years.

Analytics data is automatically removed from the user's device after 13 months.

For your applications for vacancies recorded in Sysper, the retention period applicable for Sysper database applies (please see DPR-EC-01230 "Technical and organisational data in SYSPER").

#### **6. How do we protect and safeguard your personal data?**

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on the servers of the European Commission. All processing operations are carried out pursuant to the [Commission Decision \(EU, Euratom\) 2017/46, of 10 January 2017, on the security of communication and information systems in the European Commission](#).

The Commission's contractors are bound by a specific contractual clause for any processing operations of your data on behalf of the Commission, and by the confidentiality obligations deriving from the transposition of the [General Data Protection Regulation in the EU Member States \('GDPR' Regulation \(EU\) 2016/679\)](#).

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures in place. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational

measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

#### **7. Who has access to your personal data and to whom is it disclosed?**

Access to your data is provided to authorised staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

In the **EUSurvey module**, your online application for a vacancy will be accessible to: hierarchical superior in charge of the entity where the vacancy was published (Head of Unit CNECT.F2, Director CNECT.F, Director General), Resource Director, HR C of the DG concerned by the vacancy (DG CNECT).

In addition, selection panel members will be given access to your application in electronic and/or paper format.

The information we collect will not be given to any third party, except to the extent and for the purpose we may be required to do so by law.

#### **8. What are your rights and how can you exercise them?**

You have specific rights as a ‘data subject’ under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or the right to data portability.

You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a) of Regulation (EU) 2018/1725.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

#### **9. Contact information**

##### **- The Data Controller**

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your

personal data, please feel free to contact the Data Controllers DG CNECT.F.2 for the use of EUSurvey (CNECT-DSA-Recruitment@ec.europa.eu)

**- The Data Protection Officer (DPO) of the Commission**

You may contact the Data Protection Officer ([DATA-PROTECTION-OFFICER@ec.europa.eu](mailto:DATA-PROTECTION-OFFICER@ec.europa.eu)) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

**- The European Data Protection Supervisor (EDPS)**

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

**10. Where to find more detailed information?**

The Commission Data Protection Officer publishes the register of all operations processing personal data. You can access the register on the following link: <http://ec.europa.eu/dpo-register>.

The specific processing activities have been notified to the DPO with the following references [DPR-EC-01488.1](#).