



Internal & Inter-Agency call for applications

LEGAL ADVISOR AND DATA PROTECTION OFFICER

Type of contract and grade	Temporary Agent 2f - AD 6-9 ⁽¹⁾
Place of employment	Thessaloniki, Greece
Reference	Cedefop/2025/05/AD
Deadline for applications	13 November 2025 - 13:00 Greek time (CET+1)

1. Who are we?

Cedefop is the European Union's reference centre for vocational education and training (VET), skills and qualifications. Our mission as an EU Agency is to provide research and policy analysis to support the development of European VET and skills policies and contribute to their implementation. More than ever, skills and VET play a crucial role at the intersection of different policy areas to accompany economic, demographic and social changes, including the digital and green transitions, and to address issues like labour market integration and employability of EU citizens. This is where we are committed and dedicated to providing pan-European expertise, services and tools that make a difference.

To learn more about Cedefop's work, please visit [Cedefop's website](#).

2. Is this job for you?

The Legal Advisor and Data Protection Officer will provide legal advice and ensure a sound legal environment for the Agency's operations by identifying and mitigating legal risks, and by providing legally sound proposals, analyses and opinions, particularly in case of pre-litigations and litigations.

The successful candidate will report directly to the Executive Director but will also work closely with the Department for Resources and Support, as well as Cedefop's management team, as needed.

With this vacancy notice, Cedefop aims to fill one position. Other successful candidates will be placed on a list of suitable candidates and may be offered a position as the need arises in the Agency.

⁽¹⁾ Interagency mobility: successful candidates currently holding a Temporary agent 2(f) contract in the grades AD 6 to AD 9 will qualify for mobility under the terms of the CEOS, and in accordance with [Cedefop rules](#).

3. Key responsibilities of the position

- **Legal advice on the implementation and interpretation of the Staff Regulations of Officials (SR) and Conditions of Employment of Other Servants (CEOS),** including:
 - supporting the preparation of Cedefop general provisions for implementing the Staff Regulations (GIPs), in conformity with Article 110 of the Staff Regulations, as well as other relevant staff policies
 - offering legal advice to HR and management on the implementation of the SR and GIPs
 - dealing as necessary with complaints and (pre-)litigations
- **Legal advice on the implementation and interpretation of the Financial Regulation (FR),** including:
 - offering legal advice related to contractual matters, procurement procedures and the enforcement of contracts
 - offering guidance and advice regarding intellectual property and copyright issues
 - dealing as necessary with relevant claims and litigations
- **Data Protection and access to documents:** serve as the Agency's Data Protection Officer, advise on the application of [Regulation \(EU\) 2018/1725](#), as well as for public access to documents and confirmatory applications in line with [Regulation \(EU\) 1049/2001](#);
- **Representation:** represent the Agency in the Inter-Agency Legal Network and the Data Protection Officer Network and in other relevant EU inter-institutional settings.

4. Cedefop as an employer of choice

We offer a vibrant multicultural work environment with project- and team-based approach.

Our actions are inspired by our core values:

- **proactive and responsive:** we deliver relevant, high-quality and timely evidence, expertise and tools, addressing our stakeholders' and users' needs, building inclusive partnerships, cooperating with other key players to tap synergies and avoid duplication and proactively supporting EU policy objectives.
- **well-run and ambitious:** we are an efficient and compliant Agency that is committed to transparency, scientifically sound research and analysis and the highest standards of ethics and integrity. We empower and engage our staff and continuously improve our processes.
- **open-minded and adaptable:** we develop new ideas, embrace change and innovation, and view European Union values founded on human dignity, freedom, democracy, equality, the rule of law and respect for human rights as fundamental in all our activities.

We are committed to equality and diversity, providing equal opportunities to all employees and applicants. To attract diverse talent pool, we welcome applications from all qualified candidates, without any distinction on any grounds and from the broadest possible geographical basis amongst the EU Member States and EEA countries.

We place high importance on the professional development of our staff and offer diverse learning opportunities in-house and externally.

We value the well-being and work-life balance of our staff and offer flexible working arrangements, hybrid working and part-time working possibilities.

To learn more about Cedefop's working conditions, refer to the dedicated [guide](#). The salary grid is available [here](#).

5. Eligibility

The selection procedure is open to applicants who are currently employed by any of the Agencies/Joint Undertakings referred to in Article 1 a(2) of the Staff Regulations as a Temporary Agent 2(f) in a function group and grade corresponding to the bracket AD 6 to 9.

In addition, candidates should:

- a) have at least two years' service within their Agency before moving and any decision derogating from that principle shall be taken jointly by the two agencies concerned, having regard to the interest of the service of both agencies;
- b) have successfully completed the probationary period provided for in Article 14 of the CEOS, in the relevant function group ⁽²⁾.

6. Preselection phase

6.1 *Exclusion (yes/no) preselection criteria*

For your application to be considered further, you must meet the following criteria:

- a university degree in law;
- English (the working language of Cedefop) at level C2 in all dimensions as per the [CEFR](#).

Only if your application meets these two *Exclusion* preselection criteria it will be assessed against the scored preselection criteria listed below.

6.2 *Scored preselection criteria*

The scored preselection criteria consist of essential and advantageous criteria against which your application will be assessed.

6.2.1 *Essential preselection criteria*

If you do not meet the minimum requirements in the essential preselection criterion below, your application will not be considered further.

- at least 3 years of professional experience in the past 10 years relevant to the key responsibilities of the position described in Section 3.
- professional experience in dealing with claims and (pre-)litigations, with reference to the EU Staff Regulations
- professional experience in handling data protection matters related to the implementation of the EUDPR.

⁽²⁾ Where, in exceptional circumstances, the agency engages a member of temporary staff 2(f) who does not meet that condition, such a staff member shall serve a full probationary period with the new agency in accordance with Article 14 of the CEOS and the new contract is not considered as a renewal of contract but an ex novo contract.

6.2.2 Advantageous preselection criteria

If you do not meet one or more of these criteria, listed in order of priority, it will not result in exclusion. However, meeting them will positively impact the overall scoring of your application, increasing your chances of being invited to the next stage of the selection process.

- experience of drafting complex legal documents (legal opinions, implementing rules, decisions and policies) in an EU institution
- experience in representing an Agency before the EU Court
- knowledge of French: at least level B1 in all dimensions as per the [CEFR](#).

7. Assessment process

The selection process will be organised in several stages.

7.1. Assessment applications by the selection board

The assessment of applications will be carried out by a selection board appointed by the Executive Director, based on the information provided in your application (Section 9. 'How to apply?').

It is important that you **explain explicitly how you meet each preselection criterion** in the respective box of the application form as the assessment is carried out solely based on the information you provide there.

The applications that meet the eligibility requirements (Section 5) will be assessed against the criteria described in Section 6, using as a reference the description of the role in Sections 2 & 3 of this vacancy notice.

Up to ten candidates who obtain at least 60% of the maximum score for the scored preselection criteria, will be invited for a written test.

7.2 Written test and interview

This stage of the selection procedure will allow you to prove your suitability for this post. You will have the opportunity to demonstrate your technical and soft skills relevant for the job, as follows:

- ability to provide legal advice and communicate clearly both advantages and disadvantages of proposed solutions
- ability to draft well-argued and proportionate legal opinions, including with reference to relevant case-law of the Courts of the European Union
- ability to build trust
- drive to consistently deliver quality results
- strong service orientation
- ability to adopt an assertive, yet conciliatory, approach to legal questions/disputes
- ability to communicate clearly and effectively in English both orally and in writing, considering the requirements of the position.

The written test will be organised remotely (proctoring method) and assessed by the selection board anonymously (i.e. the candidate is assigned a code and the selection board is not aware of the candidates' identity when correcting the written test).

Only candidates who obtain at least 60% of the maximum score for the written test will be invited to take part in an interview with the selection board. These interviews too, will take place remotely.

In the final score the written test will have a weight of 50% and the interview 50%.

8. Reserve list of suitable candidates and appointment

Following the tests and interviews, the selection board will propose candidates to be included in a reserve list of candidates suitable for this post.

In order to be proposed to be placed on this list, you must obtain a minimum of 60% overall score and minimum 60% of the scores for the written test and the interview, respectively.

A second interview with a panel that includes the Executive Director may also be organised with candidates placed on this list prior to taking the final decision. The second interview will assess further the suitability of the candidate for the post in view of the main functions and duties it entails.

The job offer to the most suitable candidate will be made only after the necessary supporting documents have been provided by the candidate and Cedefop's HR service has confirmed their completeness. Criteria for inter-Agency application and mobility should be fully met.

The successful candidate will be required to sign a declaration of commitment to act independently in the public interest and to sign a declaration in relation to interests that might be considered prejudicial to his/her independence. Applicants must confirm their willingness to do so in their application.

Candidates on the list may be considered for other recruitment(s) at Cedefop as the need arises in the Agency. However, inclusion in the list does not guarantee recruitment.

This list will be valid until 31 December 2026. The Executive Director may extend the validity of the list. The status of the lists of suitable candidates can be consulted [here](#).

9. How to apply?

Please complete the specific **Application Form** in English and submit it by email to the following address: hr-recruitment@cedefop.europa.eu.

The deadline for application is **Thursday 13 November 2025 at 13:00 Greek time (CET+1)**.

No supporting documents (diploma(s), work experience certificate(s), etc.) are needed at this stage. Those may be requested later, in the context of the selection phase.

Candidates are strictly forbidden to make any contact relating to this selection procedure with the selection board and the Executive Director, or members of Cedefop's management, either directly or indirectly. Any infringement of this rule will lead to disqualification from the selection process.

For useful information for applicants, refer to the dedicated [guide for applicants](#) (Chapter 1 does not apply to this procedure). If you have a query, please refer first to the [Frequently Asked Questions](#). If you cannot find the response that you need there, you may also send an email to hr-recruitment@cedefop.europa.eu.

10. Additional information

Protection of personal data

Cedefop ensures that applicants' personal data are processed in line with [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council of 23 October 2018.

More information is available on Cedefop website: [privacy statement](#).