European Committee of the Regions

Human Resources and Finance

CALL FOR EXPRESSIONS OF INTEREST
Legal Assistant Providing Operational Support in Data Protection and AI

Reference number: COR/CA/FGIII/34/26

Directorate	General Secretariat
Unit	Legal Affairs
Type of position	Contract staff member - FGIII
Period	2 years, starting from 1/1/2027
Application	Online application form Please note: the successful completion of EPSO CAST FGIII is required
Date of publication	12/11/2026
Deadline	26/11/2026 at noon (Brussels time)

1. Your job and responsibilities

Interested in EU data-protection law and the protection of individuals in an evolving digital environment? Would you like to provide practical support helping the CoR comply with its data-protection obligations and integrate data-protection requirements into AI, cybersecurity and digital initiatives?

As a legal assistant specialising in data protection and AI in the Legal Service, supporting the Data Protection Officer and working under the supervision of officials or temporary staff, you provide legal, drafting, technical and operational support for the application of Regulation (EU) 2018/1725 across CoR directorates and services, including where personal-data processing involves AI systems, information-security measures, cybersecurity incidents or emerging technologies.

You support the organisation, assessment and administrative follow-up of data-protection files. In particular, you prepare first drafts and perform completeness and consistency checks of data-protection notices and records of processing activities, update the relevant registers, gather information from delegated controllers and contribute to data-protection impact assessments. You also assist with the handling and documentation of personal-data breaches, data-subject requests, contracts and procurement files, international data transfers, complaints, investigations and consultations involving the Data Protection Officer.

You carry out legal research and prepare initial analyses concerning the respective roles and responsibilities of controllers, joint controllers and processors, and contribute to drafting or reviewing contractual clauses, arrangements and accountability documents. Under supervision, you also support assessments of AI systems, information-security measures and cybersecurity incidents from a data-protection perspective, including lawfulness, purpose limitation, data minimisation, transparency, data-subject rights, security of processing, accountability, privacy by design and by default, human oversight, risk assessment and safeguards for international transfers. You contribute to awareness-raising activities and to practical cooperation with the EDPS and interinstitutional partners.

You join the CoR Legal Service (Legal Affairs Unit), a small, dynamic and motivated team consisting mainly of lawyers specialising in various fields of EU law. The unit includes the Data Protection Officer and Deputy Data Protection Officer and reports directly to the Secretary-General.

2. Who are we? What are the challenges that lie ahead for us?

The Legal Affairs Unit serves as the CoR's legal service, providing independent legal advice to CoR bodies and all departments of its General Secretariat and representing the CoR in all judicial proceedings, particularly before the EU courts.

Our unit carries out a range of tasks and notably:

- Providing high-quality legal advice and assisting the members and the various departments of the General Secretariat in order to ensure the legality of the CoR's legal framework;
- Performing the duties of Data Protection Officer and Deputy Data Protection Officer for the institution;
- Advising the private offices of the President and the Secretary-General on political issues requiring acceptable legal solutions;
- Helping to ensure the quality of drafting of decisions initiated by the various directorates and compliance with the applicable rules and procedures;
- Assisting and representing the institution in litigation and, where appropriate, representing it in cases before the EU's courts.

Our field?
EU institutional and administrative law. The Legal Service hosts the Data Protection Officer, whose independent role it supports, and advises CoR services on compliance with Regulation (EU) 2018/1725. This includes the data-protection implications of AI systems, cybersecurity measures, digital tools, administrative processes and cooperation with external or international partners.

Our main achievements include providing legal advice across the institution, supporting compliance and accountability, assisting controllers with complex data-protection files, maintaining data-protection documentation and registers, contributing to DPIAs and breach management, implementing audit and EDPS recommendations, and cooperating with the EDPS and interinstitutional networks.

Our challenges ahead are to respond to a sustained and increasingly complex data-protection caseload; ensure that the Data Protection Officer is involved properly and in a timely manner; strengthen accountability and business continuity; and address the impact on personal data of AI, cybersecurity, digitalisation and the CoR's expanding international activities. AI and cybersecurity will be addressed primarily through their interaction with data-protection law and the rights and freedoms of individuals.

3. Are you the talent we are looking for?

3.1 GENERAL ABILITIES AND CAPACITIES REQUIRED

- Think critically, analyse and solve problems pragmatically.
- Assess the credibility and reliability of sources, data and information, and use the relevant digital tools to carry out your duties.
- Organise your own work, demonstrate responsibility, identify priorities, make appropriate decisions and deliver results.
- Adapt to an evolving working environment, demonstrate commitment and adopt a constructive attitude at all times. Remain effective and flexible even during periods of heavy workload.
- Take initiative to achieve individual and shared objectives, demonstrate ownership and work autonomously.
- Learn and develop professionally to continuously enhance job performance, your knowledge of the organisation and the working environment.
- Work together with others in a constructive way, by contributing to diverse and inclusive working environment. Act with respect and courtesy at all times.
- Convey information and relevant opinions clearly and concisely both orally and in writing, facilitate interaction and engage effectively with others. Treat confidential or sensitive information accordingly.

3.2 JOB-SPECIFIC REQUIREMENTS

- You have passed EPSO CAST FGIII[1].
- You have relevant experience in legal, technical or administrative support relating to data-protection compliance, preferably involving Regulation (EU) 2018/1725. This may include preparing or checking data-protection notices and records of processing activities, maintaining registers, collecting information for data-protection impact assessments, supporting the handling of personal-data breaches or data-subject requests, checking contractual data-protection clauses, documenting international data transfers or preparing files for review by a data-protection officer or supervisory authority. Experience supporting assessments concerning AI systems, information-security measures or cybersecurity incidents is an asset.
- You have good legal research, drafting and file-management skills, attention to detail and the ability to coordinate contributions, follow established procedures, manage several files and translate data-protection requirements into clear draft documents, checklists and

[1] For more information please consult the website EU Careers.

practical support materials for validation by the responsible official or temporary staff member.

- You have a thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another of the EU official languages. For functional reasons, a high level of English is required and a good level of French is desirable.
- You have a good command of IT applications and tools, such as Outlook, Excel, Word and SharePoint, including AI tools in a secure environment.
- You are interested in EU data-protection law, fundamental rights and emerging technologies, and you work effectively with legal and operational colleagues while following guidance, procedures and deadlines.
- You have a level of education corresponding to completed post-secondary education attested by a diploma, preferably in law, public administration, information governance or another field relevant to the duties; or a level of secondary education attested by a diploma giving access to post-secondary education, followed by at least three years of appropriate professional experience. Familiarity with the principles of lawfulness, purpose limitation, transparency, data minimisation, security, accountability and data protection by design and by default is required. Knowledge of the EU AI Act, cybersecurity rules or information-security governance from a data-protection perspective is an asset.

Please note that candidates must meet the eligibility criteria specified in art. 82(3) of the Conditions of Employment of Other Servants.

4. What we offer

- A European institution on a human scale at the heart of the European quarter and easily accessible.
- Flexible working hours and teleworking opportunities subject to the needs of the service.
- An active talent management policy focusing on continuous development and training and a policy encouraging internal mobility.
- A friendly and dynamic working environment in which self-motivation, initiative and team spirit are valued.
- An institution that promotes equal opportunities, diversity and non-discrimination to help nurture a respectful and inclusive working environment and that is actively engaged in the consultation process prior to the adoption of EU legislation. Our dedication to inclusivity is also reflected in our efforts to enhance the accessibility of our calls for expressions of interest, including the layout of the current call for expressions of interest (left alignment, increased spacing and font size etc.). By improving their readability, we strive to make these documents accessible to all, including individuals with disabilities.
- An EMAS-certified institution that is continuously looking to improve its environmental performance.

5. Are you interested in this challenge?

If you have the skills we are looking for and think you fit the profile above, please apply using the online application form before 26/11/2026 at noon.

Please note:

- The successful completion of EPSO CAST FGIII is required to be eligible for this selection procedure.
- Please note that only candidates selected for the interview by the selection panel will be contacted. If you have not been contacted within six weeks following the application deadline of the call for expressions of interest, please consider your application unsuccessful.

The European Committee of the Regions (CoR) is the voice of the 1.2 million EU politicians elected at local and regional level, represented by its 329 members (and alternates) from all over Europe. As well as forming the bedrock of EU democracy, they are responsible for implementation around 70% of EU policies, one third of public spending and half of public investment.