



We are looking for

**an Intern for the Data Protection Officer (DPO)  
at the Office of the Secretary-General of the European Schools (OSG)  
Full-time (37h30/week)**

The European Schools are an intergovernmental organization providing a multilingual and multicultural education. There are currently 13 schools in 6 countries with around 29,000 pupils on roll. The OSG is the central office responsible for managing the European Schools system.

### **Description of the function**

The function of the intern will consist of Supporting the DPO and the DPO assistant in ensuring compliance with relevant data protection laws and regulations, including the General Data Protection Regulation (GDPR) and AI Act.

### **Main Duties and Responsibilities:**

- **Maintaining and updating the organization's activity register in compliance with GDPR requirements.**
- **Assisting in the design and development of training material on data protection and privacy topics.**
- Assisting in the organization of the DPO network meeting.
- Assisting in the development and implementation of data protection and AI policies and procedures.
- Assisting in the review of documentation demonstrating compliance (for example contracts, DPAs, DPIAs).
- Research on data protection, privacy, AI and within the specific rules of the European Schools.
- Support in collaborating with internal departments to ensure data protection requirements are understood and implemented.
- General support to the DPO and the DPO assistant.

### **Profile required:**

- National of the Member States of the European Union
- **Holder of a master's degree in law or enrolled in a second-year master's degree in law, specializing in data protection law, European law, or related field.**
- No previous professional experience is required
- Very good knowledge of relevant data protection laws and regulations, especially General Data Protection Regulation (GDPR)
- Good command of Microsoft office tools (Outlook, Word, Excel, PowerPoint, Office 365)
- Soft skills:
  - o Driven and passionate
  - o Aware of Data protection
  - o Team player adapting to cross-functional fast-paced work environment
  - o Capable to be solution oriented, problem solver, pragmatic
  - o Analytical and communication skilled
  - o Organised, capable to work autonomously and prioritise
  - o Capable to handle sensitive information with confidentiality and professionalism
- **Proficient user of French and English (minimum C1 level according to the Common European Framework of Reference for Languages (CEFR))<sup>1</sup>**
- **Assets:**
  - o Work experience (e.g. internships, student jobs or volunteering), preferably with exposure to legal work
  - o Certification on data protection (e.g.: IAPP)
  - o Familiarity with GDPR tools and AI tools

<sup>1</sup> Levels: A1 and A2: basic user; B1 and B2: independent user; C1 and C2: proficient user

- Knowledge of AI Act
- Knowledge of other European Union official languages

**We offer:**

- An internship for a duration of six months (starting preferably in April 2025)
- A professional experience within an international team
- A monthly gross grant of **1.306,00 €**
- 2,5 days of leave per month
- Possibility of hybrid work (subject to decision of the direct superior)
- Reimbursement the travel expenses incurred<sup>2</sup> at the beginning and at the end of the internship
- Reimbursement of transport costs between home and the workplace<sup>3</sup>

**Interested?**

**Please follow the instructions below.**

**Step 1:** Fill out this [online form](#)

**Step 2:** Send your **application** (your motivation letter, CV in [Europass format](#) and a copy of your degree) to [OSG-RECRUITMENT@EURSC.EU](mailto:OSG-RECRUITMENT@EURSC.EU) by **2 March 2025** at the latest.

The 'subject' of the email has to be filled in as follows:

**DPO Intern – Last name and First name** (example: DPO Intern – Dupont Jeanne).

The documents attached to your email must be named in the same way, with a sequential numbering of the documents (number 1 for the Motivation letter, number 2 for the CV and number 3 for the copy of the diploma (example: DPO Intern – Dupont Jeanne 1).

You will find any information concerning the processing of your personal data on the document « Privacy Statement for the recruitment of the Administrative and Ancillary Staff (AAS) at the Office of the Secretary General » (2019-05-D-41-en-1), effective from May 25, 2018 and available on <https://www.eursc.eu/Documents/2019-05-D-41-en-1.pdf>.

<sup>2</sup> *In accordance with the internal Regulations (2023-12-D-44-en-1)*

<sup>3</sup> *In accordance with the OSGES' Travel reimbursement policy*