

Annex to the Vacancy Notice

Senior Document Management Officer

Reference EPPO-2026-AD-003 | **Location** Luxembourg | **Full-time** | **Contract Type** Temporary Agent type 2(f)
Duration of contract 3 years, with the possibility of renewal for an indefinite period
Function group & Grade AD 6 | **Selection** External, Internal & Inter-Agency
Minimum basic salary EUR 6.961,29 (plus benefits and other applicable allowances)
Deadline for applications 27 April 2026, 23:59 CEST (Luxembourg time)

1. Application procedure

Please refer to the Vacancy Notice, under ‘How to Apply’ for detailed application instructions.

- **Eligibility:** Candidates are required to carefully check, in advance of submitting an application, whether they meet all the eligibility requirements depending on the type of selection: external, internal or inter-agency – particularly concerning the required types of diplomas and professional experience, the language requirements, as well as type and grade of contract.
- **Security clearance:** For positions for which security clearance is required, the candidate must either be a holder of a valid security clearance up to the level of “SECRET UE/EU SECRET” or be willing to undergo the national security vetting procedure, in order to be allowed to perform the job.
- **Language:** English is the working language for the operational and administrative activities of the EPPO, as established by the Decision 002/2020 of the College of the EPPO of 30 September 2020 on Internal Language Arrangements. **All applications must be in English.** Interviews will be conducted in English and, where applicable, in any other language required and specified in the Vacancy Notice.
- **Application form:** Applications not submitted using the official EPPO application form, and those that are incomplete, illegible, or not submitted in PDF format, will be considered ineligible and will be disqualified.
- **For External selection:**
 - **Professional experience:** Any given period of studies or professional experience may be counted **only once**. To be considered eligible, periods of studies or professional experience **must not overlap** with other periods of studies or professional experience. For example, if an applicant held a full-time job and carried out freelance consultancy work in the evenings and weekends, the time spent on the latter will not be added to the overall period. In case of part-time work, professional experience will be calculated **pro-rata**, in line with the workload declared by the applicant. Compulsory military service or equivalent civilian service, completed either before or after obtaining the minimum qualification, shall be taken into account as professional experience, subject to the provision of appropriate supporting evidence.
 - **Education:** Only qualifications awarded in EU Member States, or those covered by

equivalence certificates issued by the competent authorities of EU Member States, will be taken into consideration. Candidates holding lower-level diplomas awarded outside the EU (e.g. Bachelor's degrees), together with higher-level diplomas awarded by a university in an EU Member State (e.g. Masters' Degrees), may not be required to obtain recognition of their lower-level diploma(s).

UK diplomas awarded before 31/12/2020 may also be recognised without the need for an equivalence certificate. For diplomas awarded in non-EU countries, a NARIC recognition is required.

PhD studies may be counted as professional experience only for candidates who received a study grant or salary throughout the duration of the PhD programme, up to a maximum of three years, and provided that the programme has been successfully completed by the application deadline.

- **Supporting documents:** Certified copies of degrees and diplomas, references, proof of experience, and similar documents should not be submitted at the initial stage. These documents may be requested at a later stage of the procedure.
- **Application deadline:** Any application submitted after the application deadline will be disregarded. Applicants are strongly advised not to wait until the final day to submit their application, as heavy internet traffic or technical issues may result submission difficulties. The EPPO cannot be held responsible for any delays caused by such circumstances.

Please note: Due to the high number of applications received in each selection procedure, **only candidates shortlisted for interview will be contacted.** All candidates will be informed when the selection procedure is closed.

2. Selection procedure

- **Assessment of applications:** Applications are assessed by a Selection Board against the eligibility requirements and the selection criteria set out in the Vacancy Notice.
- **Interviews and written tests:** Up to a maximum of thirty (30) candidates who best match the required profile and who have achieved at least 60% in the application evaluation will be invited to an interview with the Selection Board and to sit a written test. Where applicable, candidates may also be invited to an assessment centre.

The EPPO is committed to ensuring accessibility for persons with disabilities and will provide reasonable accommodations to facilitate participation in its selection procedures. Candidates requiring specific equipment or support are invited to contact EPPO-RECRUITMENT@epo.europa.eu.

- **Reserve list:** The Selection Board shall recommend to the Administrative Director a list of suitably qualified candidates for inclusion on a reserve list (talent pool). Candidates included on the reserve list are those who best match the required profile and who have achieved at least 60% of the maximum score in the combined interview and written test.

Candidates on the reserve list may be considered for positions within the EPPO or, subject to the EPPO's agreement, within another EU body or agency.

- **Second (follow-up) interview:** In accordance with the applicable rules, candidates placed on the reserve list may be invited to a second (follow-up) interview with the Administrative Director.

In accordance with Articles 11 and 11a of the Staff Regulations and Article 11 of the Conditions of Employment of Other Servants of the European Union (CEOS), **the successful candidate shall be required to submit a declaration of interests** prior to recruitment.

The Appointing Authority shall examine whether the successful candidate has any personal interest that may impair their independence or give rise to a conflict of interest in relation to the position offered and shall adopt appropriate measures where necessary.

All applications are treated fairly. Applicants will be assessed on the basis of their qualifications, in strict compliance with the principle of equal opportunities, with a view to achieving the best possible match between the candidate's profile and the requirements of the position.

Under no circumstances may candidates contact the Selection Board, directly or indirectly, in relation to this selection procedure. The Appointing Authority reserves the right to disqualify any candidate who fails to comply with this instruction.

3. Equal opportunities

The EPPO applies a policy of equal opportunities and accepts applications without discrimination on any grounds such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

4. Data Protection

Personal data for this purpose are processed and stored by the EPPO in accordance with [Regulation 2018/1725 on the processing of personal data by Union bodies](#). For details on the processing, your rights and how to exercise these, please see [the dedicated data protection notice](#), as also displayed on the same page on which to download the application form for this vacancy.

For questions or assistance in or related to this processing or the exercise of your rights, the controller is the EPPO, and for this process coordinated by the Head of Human Resources, who can be contacted by email to EPPO-RECRUITMENT@eppo.europa.eu. You may also contact the Data Protection Officer of the EPPO directly at EPPO-DPO@eppo.europa.eu and/or the European Data Protection Supervisor at edps@edps.europa.eu.

5. Appeals

Candidates who consider that their interests have been adversely affected by a decision related to the selection procedure may lodge an administrative complaint under Article 90(2) of the Staff Regulations of Officials of the European Union, within the time limit provided for, at the following address:

European Public Prosecutor's Office (EPPO)
For the attention of the Administrative Director, Ms Selomey YAMADJAKO
EPPO-2026-AD-003 – Senior Document Management Officer
11, Avenue John F. Kennedy
1855 Luxembourg
Luxembourg

Or via email: EPPO-RECRUITMENT@eppo.europa.eu

The complaint must be lodged within 3 (three) months. The time limit for initiating this type of procedure shall start to run from the date on which the candidate is notified of the act adversely affecting them.