



## Vacancy Notice for establishing a reserve list

# Senior Document Management Officer

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**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~~ **11 May 2026, 23:59 CEST (Luxembourg time)**

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The [European Public Prosecutor's Office \(EPPO\)](#), the independent public prosecution office of the European Union, is seeking applications for the position of **Senior Document Management Officer**. The EPPO is a new and rapidly-growing EU body responsible for investigating, prosecuting and bringing to judgment crimes against the financial interests of the EU. If you are interested in being part of a dynamic multicultural organisation, check out [our website](#) where you will find more information about career opportunities at the EPPO, and living and working in Luxembourg.

## 1. THE ROLE

As a **Senior Document Management Officer** and a member of the Administrative Directorate, you will contribute to and facilitate the development and implementation of EPPO's document management system in accordance with the EU regulations and the specifics of the EPPO.

## 2. RESPONSIBILITIES

Reporting to the Administrative Director, your responsibilities will include:

- Implementing and maintaining the EPPO document management and archival management policies, filing plan and retention plan, and reviewing and implementing procedures for the registration, filing and archiving of documents;
- monitoring regulatory guidelines and laws to determine impact on data retention and supporting the implementation of audit and other information management policies;
- managing the use and evolution of document management, records and archiving systems, including translating user requirements into usable technical requirements for supporting systems;
- managing the network of records and document management correspondents and liaising with the EPPO's stakeholders, including keeping information audits for internal controls up to date;
- providing guidance and supporting Document Management System users by delivering training and assistance to staff, and participating in the analysis and improvement of business processes and modelling document-based workflows;
- securing the protection, preservation and transfer of documents, records and files (both paper and electronic), including their transfer to the EUI archives, distinguishing European classified and sensitive non-classified information, and ensuring that the EPPO archives are regularly updated and maintained in accordance with existing regulations, rules and procedures.

### 3. BASIC ELIGIBILITY REQUIREMENTS

To be considered eligible, you must satisfy each of the following basic eligibility requirements by the application's closing date:

#### GENERAL/COMMON REQUIREMENTS<sup>1</sup>

- Be a national of one of the Member States of the Union and enjoy full rights as its citizen;
- have fulfilled any obligations imposed by the laws concerning military service;
- produce the appropriate character references as to the suitability for the performance of your duties<sup>2</sup>;
- be physically fit to perform your duties<sup>3</sup>;
- produce evidence of a thorough knowledge (C1 level<sup>4</sup>) of one of the official languages of the EU<sup>5</sup> and of a satisfactory knowledge (B2 level) of another official language of the EU, to the extent necessary for the performance of your duties.

#### EXTERNAL APPLICANTS

- A level of education which corresponds to completed university studies attested by a diploma, when the normal period of university education is **3 (three) years** or more, and, after having obtained the diploma, **at least 3 (three) years** of appropriate professional experience.

#### INTERNAL APPLICANTS

- You are temporary staff 2(f) who, on the closing date for applications and on the day of appointment, is engaged within the EPPO in the function group and grade belonging to the grade indicated above (AD 6);
- be employed in a full-time job<sup>6</sup>;
- have completed the probationary period successfully.

#### INTER-AGENCY APPLICANTS

- On the closing date for applications and on the day of filling the vacant post, be employed as temporary staff 2(f) within your agency or institution in a function group and grade corresponding to the published function group and grade (AD 6);
- have at least 2 (two) years' service within your current agency or institution before moving<sup>7</sup>;
- have successfully completed the probationary period provided for in the Article 14 of the CEOS, in the relevant function group.

<sup>1</sup> Mandatory criteria for the engagement of temporary staff as laid down in Article 12(2) of the CEOS.

<sup>2</sup> If successful, prior to recruitment, the successful candidate will be asked to provide a formal certificate confirming the absence of any criminal record from pertinent authorities.

<sup>3</sup> Prior to recruitment, the successful candidate will be examined by one of the Institutions' medical centres to confirm that the requirements of Article 12 (2) (d) of the Conditions of Employment of Other Servants of the EU are met.

<sup>4</sup> Cf. Language levels of the Common European Framework of Reference for language skills:  
<https://europass.cedefop.europa.eu/sites/default/files/cefr-en.pdf>.

<sup>5</sup> Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, Swedish.

<sup>6</sup> Note: the requirement is related to the post and not to the time arrangements (a staff member may work part-time but be employed on a full-time post).

<sup>7</sup> Any decision derogating from that principle shall be taken jointly by the two institutions/agencies concerned, having regard to the interest of the service of both agencies/institutions.

## 4. SELECTION CRITERIA

**The following experience and competencies will be assessed throughout the different phases of the selection procedure.**

**Please note:** All essential criteria are mandatory. Applications from candidates who do not fulfil all essential criteria will not be considered further. You must provide **specific examples** demonstrating how you meet both the essential and advantageous criteria in the application form.

### Essential

- (a) At least 5 (five) years' proven professional experience in the implementation of document and archiving management systems.
- (b) At least 2 (two) years' professional experience in EU data protection regulations and in defining document and archives management policies.
- (c) Professional experience in providing training and support in the use of related information systems.
- (d) Proven experience in handling sensitive or confidential data/information (e.g. personal or commercially confidential data);
- (e) Excellent knowledge of English, both written and spoken, at least at level C1; *English, being the working language of the EPPO, will be used during the selection process.*

### Advantageous

- (a) Knowledge of relevant European policies and regulations (e.g. EC Regulation No 1049/2011) related to document and records management and archiving, demonstrated through training and/or professional experience.
- (b) At least 2 (two) years' professional experience working with the European Commission tool ARES (Advanced Record System).
- (c) Proven experience in communicating with external stakeholders.
- (d) Excellent knowledge of Microsoft SharePoint technologies, demonstrated through training and/or, preferably, through professional experience.

## 5. YOUR SALARY AND BENEFITS

### EXTERNAL SELECTION

The selected candidate will be offered a contract as a Temporary agent type 2(f) according to the Conditions of Employment of Other Servants of the European Union (CEOS). This contract will initially be for a period of **3 (three) years**, with the possibility of renewal for an indefinite period.

Upon commencing employment, the selected candidate will be placed at Step 1 or Step 2 of Function Group AD, Grade 6, depending on their professional experience. The current basic monthly salary for Function Group AD, Grade 6 (Step 1) is **EUR 6.961,29**.

## INTERNAL AND INTER-AGENCY SELECTION

The successful candidate will be selected from the reserve list based on operational requirements. For reasons related to the EPPO's operational needs, once the selected candidate receives an employment offer, they may be required to confirm acceptance within a short timeframe and be available to start the contract at short notice, as agreed with their current line manager.

The successful applicant will be assigned to the new post in accordance with the assignment decision, without an impact on their current contract (subject to any applicable amendment to the employment contract).

In addition to the basic salary, the following benefits might apply:

- Additional specific allowances (e.g. expatriation, household, dependent child, installation), depending on the individual's family situation and place of origin;
- Flexible work arrangements – hybrid work regime, such as flexible working hours, teleworking;
- Part-time work regime;
- Training and development opportunities;
- Annual leave entitlement of at least 24 days;
- Maternity/paternity leave and parental leave under certain conditions;
- Sickness and Unemployment Insurance Scheme enabling access to care worldwide;
- EU Civil Service Pension rights after 10 years of service;
- Opportunities for management career development in the EU Public Service.

The salary is subject to a Community tax deducted at source, and staff members are exempt from national taxation. [Full details](#) of the remuneration package are laid down in Articles 62-70 and Annex VII Annex VII to the Staff Regulations of Officials of the European Union.

## 6. HOW TO APPLY

1.	<b>Download and fill in the EPPO Application form</b> – it can be found on our website: <a href="https://www.eppo.europa.eu/how-to-apply">https://www.eppo.europa.eu/how-to-apply</a>
2.	<b>Save your completed form as follows:</b> SURNAME_Name_Reference number
3.	<b>Send the completed EPPO Application form, in PDF format, to our Talent Acquisition team:</b> <a href="mailto:EPPO-RECRUITMENT@eppo.europa.eu">EPPO-RECRUITMENT@eppo.europa.eu</a> by <del>27 April 2026</del> <b>11 May 2026, 23:59 CEST</b>
4.	<b>In the email subject line, please mention the reference of this vacancy, followed by your surname</b> (Subject: Reference number_SURNAME)

Please note that the reserve list will be valid until **31/12/2027**, with the possibility of extension.