

Eurodoc Position Vacancy - Legal and Compliance Support

Vacancy Ref. Eurodoc-2026-06

Eurodoc is seeking a Service Provider (Natural Person) to support the implementation of activities under the Erasmus+ 2026 operating grant.

Role

Project Assistant (service-based work engagement).

Scope of Services

The Service Provider will contribute to the administration and operational needs of Eurodoc.

- Review legal and administrative obligations connected to the implementation of EU-funded projects, including Erasmus+ reporting, documentation, eligibility, audit-trail, and internal compliance requirements
- Review legal and administrative obligations connected to Eurodoc's status as a Belgian AISBL, including governance documentation, internal rules, formal decisions, statutory obligations, and duties towards Belgian authorities
- Support the review of employment-related obligations applicable to Eurodoc as a Belgian association employer, in coordination with relevant external advisers or service providers where needed
- Review Eurodoc internal rules, policies, templates, workflows, and practices to identify compliance gaps and propose practical improvements
- Support GDPR and privacy compliance, including review of data-handling practices, privacy documentation, consent procedures, retention practices, and internal records
- Assist with the preparation, organisation, and submission of formal documentation to Belgian authorities, funders, auditors, or other competent bodies
- Support reporting, documentation, evidence collection, and file management in line with Eurodoc internal procedures and Erasmus+ requirements
- Prepare internal notes, checklists, trackers, and procedural guidance to help Eurodoc maintain consistent and auditable compliance practices

All services are defined in terms of deliverables and outputs, in line with project needs.

This role provides legal and compliance support and does not replace regulated legal, notarial, accounting, payroll, or Data Protection Officer services where such specialised advice is required.

Profile

Candidates should demonstrate:

- Background or equivalent experience in law, compliance, public administration, European project management, non-profit governance, data protection, or a related field
- Familiarity with legal and administrative obligations affecting Belgian AISBLs, ASBLs, NGOs, or comparable non-profit organisations
- Understanding of compliance requirements connected to EU-funded projects, preferably Erasmus+ or similar EU programmes
- Basic understanding of Belgian employment-related obligations and ability to coordinate with external advisers or service providers when specialised advice is required
- Good working knowledge of GDPR and privacy compliance requirements
- Strong drafting, organisational, and documentation skills, with attention to accuracy, deadlines, audit trails, and record-keeping
- Ability to work independently in a remote and international environment, while coordinating with Board members, project staff, and external providers
- High standards of confidentiality, reliability, professional ethics, and conflict-of-interest awareness
- Proficiency with Google Workspace and online collaboration tools
- Knowledge of French is an asset

Offer

- Type of contract: Service Agreement (independent contractor)
- Duration: April 2026 – December 2026
- Work model: Fully remote, with required presence at event locations
- Remuneration: Base daily rate: €223.26 (VAT included if applicable). Based on Eurodoc Project Assistant cost framework.
- Workload: Estimated up to ~40 days over the contract duration.

This position requires the Service Provider to maintain timesheets in accordance with Eurodoc procedures, to ensure alignment of invoicing with recorded work, and to contribute to auditable project documentation. The Service Provider operates independently and the engagement is non-exclusive. The Service Provider will be provided with Eurodoc's online productivity tools, but will be responsible for their own equipment and working environment.