

**Job opportunities within the AI Office – DG CNECT**

(Ref.: Call EC/2024/CNECT/443651)

This is a call for expression of interest for Contract Agents in Function Group IV to join the enforcement team of the **European Artificial Intelligence Office** (AI Office), which will be established within the DG CONNECT.

By the end of 2025, the AI Office is expected to employ approximately 100 staff members in total. DG CONNECT is currently recruiting **Technology specialists** **in AI**.

The description is below.

A parallel call is launched for the profile of Administrative Assistant (see reference: EC/2024/CNECT/443650).

The selection process is without prejudice to the eventual job title and job description, in case of recruitment.

In case of recruitment, the main contractual aspects are the following:

|  |  |
| --- | --- |
| Type of contract | Contract Staff for auxiliary tasks[[1]](#footnote-2) |
| Function group and grade | FGIV |
| Initial contract duration  | 1 year (with the possibility of extensions up to 6 years in total)  |
| Directorate  | AI Office (CNECT A)  |
| Place of employment  | Brussels, Luxembourg |
| **Deadline for expressing interest**  | **27 March 2024** |
| **Interviews** | **From late Spring 2024** |
| **Employment** | **From Autumn 2024 (tentative)** |

The working conditions of contract staff are governed by the Conditions of Employment of Other Servants of the European Union (Title IV) [[2]](#footnote-3).

General information on Contract Agents can be found at this [link.](https://epso.europa.eu/en/eu-careers/staff-categories#tab-Contract%20staff)

# 1. ABOUT US

**Who we are**

**The European AI Office was launched as a central point of expertise on AI in the Union.** This new structure within the European Commission is part of the Directorate-General for Communication Networks, Content and Technology (DG CONNECT), following the [Commission decision of 24 January 2024.](https://digital-strategy.ec.europa.eu/en/library/commission-decision-establishing-european-ai-office)

The AI Office will play a **key role in the implementation of the new EU AI Regulation (AI Act), strengthen development and use of trustworthy AI, and foster international cooperation**.

**In fact, the AI Office will contribute to the coherent application of the AI Act across the Member States and, in particular, enforce the new rules for general-purpose AI models**. This includes coordinating the establishment of an effective governance system, including the set-up of advisory bodies at Union level, facilitating support and information exchange. For general-purpose AI, this includes developing tools, methodologies and benchmarks for evaluating capabilities, in particular for general-purpose AI models with systemic risks, encouraging and facilitating the drawing up codes of practice to detail out rules, classifying models with systemic risks and monitoring the effective implementation and compliance with the Regulation. The latter is facilitated by the powers to request documentation, conduct model evaluations, investigate possible infringements of rules and request providers to take corrective action.

**The AI Office will also ensure coordination regarding artificial intelligence policy and collaboration** between involved Union institutions, bodies and agencies as well as with experts and stakeholders. In particular, it will provide a strong link with the scientific community to support the enforcement, serve as international reference point on AI and facilitate exchange and collaboration with similar institutions across the globe.

**Part of the work of the AI Office will be devoted to supporting the accelerated development, roll-out and use of trustworthy AI** systems and applications that bring societal and economic benefits and that contribute to the competitiveness and the economic growth of the Union. In particular, the Office will promote innovation ecosystems by working with relevant public and private actors and the startup community.

**The Office will contribute to international cooperation on AI by the Commission**, including innovation and excellence policy, with third countries and international organisations, in particular by advocating the responsible stewardship of AI and promoting the Union approach to trustworthy AI, contributing to international cooperation related to AI regulation and governance and contributing to the implementation of international agreements on rules on AI, including by providing support to Member States.

The AI Office will cooperate with the European Artificial Intelligence Board and be supported by a scientific panel of independent experts.

**For the implementation of the AI Act, we are looking to recruit highly motivated Contract Agents with a range of skills to work in the multi-disciplinary implementation team.**

**Why you should join**

**Working with the AI Office presents a unique and thrilling opportunity for passionate individuals in the field of artificial intelligence** to contribute significantly to shaping the future of AI regulation in Europ**e.** As the structure tasked with implementing the world's first AI Act, the AI Office stands at the forefront of innovation, governance, and policy development in the AI landscape.

**By joining the AI Office, you will play a pivotal role in enforcing and supervising new rules for general-purpose AI models** and ensuring their compliance with the obligations foreseen under the AI Act. This role offers the chance to actively contribute to the development of codes of practice, and of guidance and guidelines to support the practical implementation of the forthcoming Regulation, as well as of supportive tools, such as standardised protocols and best practices. Depending on your profile, your responsibilities could extend to classifying models, monitoring their implementation, and, when necessary, conducting evaluations and investigations to ensure compliance.

**What makes this opportunity even more exciting is the prospect of being at the forefront of the global AI community.** The AI Office is committed to fostering collaboration and coordination among Union institutions, bodies, agencies, experts, and stakeholders. As a team member, you will have the possibility of serving as a link to the scientific community, supporting the enforcement of the AI Act, and establishing the AI Office as an international reference point. The role also offers the chance to facilitate exchange and collaboration with similar institutions worldwide, contributing to a shared global understanding of AI governance.

The team works closely with Member States, regulatory authorities and other bodies with relevant expertise as well as relevant third countries and international organisations.

In essence, working with the AI Office provides a unique and privileged position to actively contribute to the implementation of a groundbreaking regulation, engage with leading experts in the field, and be part of a transformative journey in shaping the ethical and responsible development of artificial intelligence in Europe. If you are passionate about AI governance, policy, and regulation, this is an exciting opportunity to make a lasting impact on the future of AI in Europe and beyond.

**2. WHAT IS THE JOB ABOUT?**

# Overall purpose

For the purpose of this call, we are particularly seeking the following profile.

A parallel call is launched for the profile of Administrative Assistant (see reference: EC/2024/CNECT/443651).

# Profile : Technology specialists in AI

Under the supervision of the Head of Unit or a Team leader, the jobholder would be responsible for carrying out tasks to support the European AI Office in implementing the technical aspects of the AI Act, especially in relation to general-purpose AI models and systems, as detailed below. Technology specialists include **research scientists, computer scientists, software and data engineers, hardware specialists, and other technical staff**.

The successful candidate should have a technological background in Artificial Intelligence, complemented by experience in computer science. Proven **technical experience is required** **in the field of AI** **technologies** such as for example machine learning, deep learning frameworks, including in ethics and privacy, safety and (cyber)security. In addition, experience in **model testing and evaluation**, and in **advanced AI, including model alignment, biases, misinformation** and **red teaming** would be a strong asset.

# Duties for the profile above

# Tasks may include, but are not limited to:

* Contribute to the implementation of the AI Act, by establishing evidence-based approaches, guidelines and analytical frameworks;
* Contribute to the establishment of sound internal and external procedures and processes, including the relevant internal digital workflows;
* Engage with relevant stakeholders and the scientific community to gather knowledge and evidence to support the application of the AI Act;
* Work with companies, Member States, third parties and other stakeholders to prepare the effective implementation of the rules, including by contributing to secondary legislation, guidelines, codes of practice, codes of conducts, or relevant standards;
* As part of multi-disciplinary case-teams detect, investigate, and analyse potential infringements to the AI Act;
* Developing tools, methodologies and benchmarks for evaluating capabilities and reach of general-purpose AI models, and the classification of models with systemic risks;
* Contributing to internal expertise across topics, especially through monitoring the general-purpose AI ecosystem, technological and market developments, and the emergence of new risks;
* Executing the technical model assessments and evaluations;
* Collaborate with stakeholders to address technical challenges and ensure understanding of AI Act requirements;
* Contribute to the development of policies and procedures for AI Act enforcement;

Duties may also involve:

* Carrying out investigations of designated entities and related activities, in particular by requesting documentation and information, by conducting evaluations, as well as by requesting measures;
* Contribute to joint investigations carried out with Member States;
* Carrying out monitoring and control activities.

# 3. WE LOOK FOR

To be eligible for recruitment under this call at the European Commission you must

* be a citizen of a Member State of the EU,
* have fulfilled any obligations imposed by applicable laws concerning military service,
* produce the appropriate character references as to suitability for the performance of the duties,
* have passed an EPSO CAST in the relevant Function Group for this position. At the stage of the application, it is sufficient to be registered in the [EPSO CAST](https://eu-careers.europa.eu/en/job-opportunities/open-for-application) data base,
* have a thorough knowledge of one of the official EU languages,
* have a satisfactory knowledge of a second EU language to the extent necessary for the performance of your duties[[3]](#footnote-4),
* Have a level of education which corresponds to completed university studies of at least three years attested by a diploma.

# Professional qualification and professional experience

For this specific call for expression of interest for Contract Agents in Function Group IV to join the enforcement team of the **European Artificial Intelligence Office** (AI Office), we are looking for professionals with relevant academic credentials and proven professional experience of at least one year as follows:

1. **Master’s degree[[4]](#footnote-5)** in Information Technology, Computer Science, Engineering/Science, or other domain that is deemed relevant to the position.
2. **Relevant professional experience of at least 1 year** in the relevant domains listed in section on the profile. This professional experience shall be obtained following the relevant Master’s degree.

**The following expertise or professional experience in any of the following areas would be an advantage:**

* + Professional experience in an international and multicultural environment;
	+ Knowledge/understanding of AI technologies
	+ Knowledge/understanding of EU policies in the fields relevant to the profile;
	+ Knowledge/experience of regulatory supervision and enforcement in any related domain;
	+ Experience and understanding of audit & control systems;
	+ Additional expertise or academic background in law-related matters;

**Candidates should also show:**

* Very good communication skills, both orally and written;
* Very good analytical and problem-solving skills as well as an ability to translate complex ideas into clear and concise language;
* A strong sense of initiative and the ability to work under pressure;
* The resilience to deal with and bring to successful conclusion complex files while responding also to ad hoc requests, often at very short notice;
* The willingness to learn and develop along with new tasks.

# 4. HOW TO EXPRESS YOUR INTEREST

You may express your interest by filling in the [application form](https://ec.europa.eu/eusurvey/runner/AIOffice-Interest-Technology-Specialist) by 27/03/2024 at midday 12:00 CET.

Please note that DG CONNECT will select only the candidates registered in the EPSO application database. Therefore, if you have not already registered in the EPSO application database you must do so in addition to expressing your interest. The present call for interest is complementary to the formal EPSO application system: it allows candidates of the EPSO database to signal to DG CONNECT that they are particularly interested in one of the positions advertised.

To register in the EPSO application you must apply for (at least) one profile in the list of “[Selection procedures for Contract Agents](https://eu-careers.europa.eu/en/job-opportunities/open-for-application)”for Contract Agent Function Group IV (FG IV). Please select the profile that best suits your education and experience[[5]](#footnote-6).

We will store the expression of interest forms in a database. Every time a vacant position arises, we will consult this database which contains the data of the persons that have expressed an interest to work for the Platforms directorate of DG CNECT. If your profile is among the "best matches", you might be invited to sit the EPSO CAST Permanent computer-based multi-choice tests and/or might be contacted for an interview to further assess the competences required for the position that interests you.

Neither the request to sit the EPSO CAST Permanent tests nor the invitation for an interview commit in any way the European Commission to offer a Contract Agent position, should you succeed the test.

The position will be subject to rules on conflicts of interest.

For information related to Data Protection there are two data separate data processings:

* On the one hand, the processing of personal data transmitted through the CAST database. Please see the Specific [Data Protection Record](https://ec.europa.eu/dpo-register/detail/DPR-EC-02054.3) under “7. Information to data subjects on their rights”, to find your rights and how to exercise them in addition to the privacy statement, which summarises the processing of your data.
* On the other hand, the processing of personal data transmitted through to the EU Survey tool. Please find below the privacy statement below.

**PROTECTION OF YOUR PERSONAL DATA**

**This privacy statement provides information about**
**the processing and the protection of your personal data.**

**Processing operation:** Use of EU Survey for the selection procedure for the AI Office for contract agents

**Data Controller:**Directorate CNECT.A.2 (for the use of EUSurvey)

**Record reference:** DPR-EC-01488

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11. **Introduction**

The European Commission (hereafter ‘the Commission’) is committed to protecting your personal data and to respecting your privacy. The Commission collects and further processes personal data pursuant to [Regulation (EU) 2018/1725](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.L_.2018.295.01.0039.01.ENG&toc=OJ:L:2018:295:TOC) of the European Parliament and of the Council, of 23 October 2018, on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

As for the use of EUSurvey tool, the responsible operational controller is CNECT.A2

1. **Why and how do we process your personal data?**

The purpose of the processing is to organise and manage the selection process for contract agents for the AI Office, to ensure that the most suitable candidates are selected and recruited for the available position.

The data collected in the selection process is used to assess whether the candidate fulfils the criteria of the positions. It is also used to assess the suitability of the candidate for the positions. Certain data (concerning professional experience and training) are used for a comparative analysis between the candidates.

Data of candidates that are not invited to the panels are not processed or transferred further.

Data of pre-selected candidates (e.g. first name, surname, Per-ID, function group, diplomas, professional experience, CV) recorded in the relevant EUSurvey module will be shared with HR.B.3 and falls then under the scope of the DPR-02054.

Data of the selected candidate (e.g. first name, surname, Per-ID, function group, diplomas, professional experience, CV) is recorded in the relevant EUSurvey module for the purposes of processing the recruitment (for more information on how your personal data is processed in EU survey, please refer to DPR-EC-01488).

1. **On what legal ground(s) do we process your personal data**

This processing of your personal data is lawful based on the provisions of Article 5(1)(a) of Regulation (EU) 2018/1725, i.e.: 'processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body'.

This processing enables the Commission to implement the provisions of Articles 1, 3a, 3b and 82 of the CEOS, namely to engage contract staff, that is staff not assigned to a post included in the list of posts appended to the section of the budget relating to the institution concerned and engaged for the performance of full-time or part-time duties.

Legal basis

* Article 1, 3a, 3b and 82 of the Conditions of Employment of other Agents of the Union.
* Commission Decision C(2017) 6760 on the general provisions for implementing Article 79(2) of the Conditions of Employment of Other Servants of the European Union, governing the conditions of employment of contract staff employed by the Commission under the terms of Articles 3a and 3b thereof.
1. **Which personal data do we collect and further process?**

***Within EU Survey, CNECT A.2 will process:***

* first name(s), family name(s) currently used, family name(s) at birth;
* nationality or nationalities if relevant;
* place of birth, date of birth;
* address and contact details, including e-mail address;
* civil status;
* data concerning training and professional experience, including diplomas and work experience-related documents;
* knowledge of languages;
* motivational letter;
* CV.

***Technical information related to EU Survey***

* User credentials for the use of EUSurvey:
* User login ID and password.
* The EUSurvey system uses:
	+ Session "cookies" in order to ensure communication between the client and the server. Therefore, user's browser must be configured to accept "cookies". The cookies disappear once the session has been terminated.
	+ Local storage to save copies of the inputs of a data subject in order to have a backup if the server is not available during submission or the user’s computer is switched off accidentally or any other cause.
	+ The local storage contains the IDs of the questions and the draft answers.
	+ Once a participant has submitted one's answers successfully to the server or has successfully saved a draft on the server, the data is removed from the local storage.
* Analytics:
* EUSurvey uses the Europa Analytics service for traffic statistics and analytics. For further information see [Europa Analytics](https://commission.europa.eu/europa-analytics_en) website.

No personal data within the meaning of Article 10 of Regulation 2018/1725 should be processed. However, if applicants report health data related to special needs (e.g.: as regards physical access to buildings and physical mobility), this information would also be processed for the purposes of organising logistics for the interviews of the selection panel*.*

1. **How long do we keep your personal data?**

Data of non-selected candidates derived from the EU Survey tool by DG CNECT is stored for 1 year after the closure of the call for interest.

Data of candidates that were invited to an interview or were successfully selected fall under the retention period of the [DPR-02054](https://ec.europa.eu/dpo-register/detail/DPR-EC-02054.3).

Survey specific data on EU Survey - i.e. data collected by the individual survey is retained as long as the questionnaire is valid.

Regarding user contact details on EU Survey the Commission only keeps user personal data for the time necessary to fulfil the purpose of the survey. In particular: as long as you are an EU staff member, your user account remains active and your personal data is therefore retained. However, you can, at any time, ask the EUSurvey team to terminate your account if you no longer wish to use the service. In this case, your user account, all associated data and all surveys and results will be permanently deleted. As an external user, you can, at any time, ask the EUSurvey team to terminate your account if you no longer wish to use the service. The corresponding account, all associated data, and all surveys and results will be permanently deleted. In addition, unused external user accounts are deleted after a period of inactivity of 2 years.

Analytics data is automatically removed from the user’s device after 13 months.

For your applications for vacancies recorded in Sysper, the retention period applicable for Sysper database applies (please see DPR-EC-01230 “Technical and organisational data in SYSPER”).

1. **How do we protect and safeguard your personal data?**

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on the servers of the European Commission. All processing operations are carried out pursuant to the [Commission Decision (EU, Euratom) 2017/46, of 10 January 2017, on the security of communication and information systems in the European Commission](https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1548093747090&uri=CELEX:32017D0046).

The Commission’s contractors are bound by a specific contractual clause for any processing operations of your data on behalf of the Commission, and by the confidentiality obligations deriving from the transposition of the [General Data Protection Regulation in the EU Member States (‘GDPR’ Regulation (EU) 2016/679](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=celex%3A32016R0679)).

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures in place. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

1. **Who has access to your personal data and to whom is it disclosed?**

Access to your data is provided to authorised staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

In the **EUSurvey module**, your online application for a vacancy will be accessible to: hierarchical superior in charge of the entity where the vacancy was published (Head of Unit CNECT.A2, Director CNECT.A, Director General), Resource Director, HR C of the DG concerned by the vacancy (DG CNECT).

In addition, selection panel members will be given access to your application in electronic and/or paper format.

The information we collect will not be given to any third party, except to the extent and for the purpose we may be required to do so by law.

1. **What are your rights and how can you exercise them?**

You have specific rights as a ‘data subject’ under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or the right to data portability.

You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a) of Regulation (EU) 2018/1725.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

1. **Contact information**

**- The Data Controller**

 If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controllers DG CNECT.A.2 for the use of EUSurvey (CNECT-AIOFFICE-RECRUITMENT@ec.europa.eu)

 **- The Data Protection Officer (DPO) of the Commission**

You may contact the Data Protection Officer (DATA-PROTECTION-OFFICER@ec.europa.eu ) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

**- The European Data Protection Supervisor (EDPS)**

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

1. **Where to find more detailed information?**

The Commission Data Protection Officer publishes the register of all operations processing personal data. You can access the register on the following link: <http://ec.europa.eu/dpo-register>.

The specific processing activities haves been notified to the DPO with the following references [DPR-EC-01488.1](https://ec.europa.eu/dpo-register/detail/DPR-EC-01488.1).

1. According to Article 3b of the Conditions of Employment of Other Servants of the European Union (CEOS). [↑](#footnote-ref-2)
2. [Regulation No 31 (EEC), 11 (EAEC), laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Community.](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20140501) [↑](#footnote-ref-3)
3. For details on language levels, please see the [Common European Framework of Reference for Languages](https://europa.eu/europass/en/common-european-framework-reference-language-skills)  [↑](#footnote-ref-4)
4. delivered by a recognised EU educational institute or, if delivered by a non-EU educational institute, recognised by at least one Member State of the EU [↑](#footnote-ref-5)
5. For more information please see the following links:

Registration: [https://europa.eu/epso/application/passport/login.cfm?langsub=ok&lang=en;](https://europa.eu/epso/application/passport/login.cfm?langsub=ok&lang=en)

<https://eu-careers.europa.eu/en/help/faq/epso-account-application>.

General information[:](https://epso.europa.eu/content/Cast-Permanent_en) <https://eu-careers.europa.eu/en/cast-permanent-selection-procedure>

Call for Expression of Interest: <https://eu-careers.europa.eu/en/documents/call-expressions-interest-cast-p-2023>. [↑](#footnote-ref-6)