



EUROPEAN COMMISSION

VACANCY NOTICE FOR A POST OF SECONDED NATIONAL EXPERT

DG – Directorate – Unit	DG CONNECT – Directorate A – AI Office
Post number in sysper:	Click or tap here to enter text.
Contact person:	Kilian GROSS, CNECT A2
Provisional starting date:	3rd quarter 2024
Initial duration:	1 years
Place of secondment:	<input checked="" type="checkbox"/> Brussels <input type="checkbox"/> Luxemburg <input type="checkbox"/> Other: Click or tap here to enter text.
Type of secondment	<input checked="" type="radio"/> With allowances <input type="radio"/> Cost-free
This vacancy notice is open to: <input checked="" type="radio"/> EU Member States as well as <input type="checkbox"/> The following EFTA countries: <input type="checkbox"/> Iceland <input type="checkbox"/> Liechtenstein <input type="checkbox"/> Norway <input type="checkbox"/> Switzerland <input type="checkbox"/> The following third countries: <input type="checkbox"/> The following intergovernmental organisations: ... <input type="radio"/> EFTA-EEA In-Kind agreement (Iceland, Liechtenstein,	
Deadline for applications	<input checked="" type="radio"/> 2 months <input type="radio"/> 1 month Latest application date: 25-07-2024

Entity Presentation (We are)

The European AI Office was launched as a central point of expertise on artificial intelligence (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](#).

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.**

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 for highly motivated seconded national experts with a range of skills to work in the multi-disciplinary implementation team.

Job Presentation (We propose)

Working with the AI Office presents a unique opportunity for passionate individuals in the field of AI to contribute significantly to shaping the future of AI in Europe. The AI Office stands at the forefront of regulation, innovation, governance and policy development in the AI landscape.

By joining the AI Office, you could play a pivotal role in supervising 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.

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 possibility 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 innovation and the ethical and responsible development of AI 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.

Jobholder Profile (We look for)

Policy Specialist for digital policy and regulation

Under the supervision of the Head of Unit or a Team leader, the seconded national expert could be responsible for carrying out innovation, supervision and enforcement-relevant tasks for the AI Office.

The successful candidate should have a proven **experience as a policy specialist with a focus on EU digital and AI policies**, as well as strong analytical and research skills, with the ability to translate findings into actionable policies. In addition, the candidate should have experience or, ideally, specialist expertise in international cooperation on topics related to technology and AI or on innovation policies. Experience in economic analysis or monitoring and surveillance of markets and value chains in the digital sector would be an asset.

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 AI innovation and the application of the AI Act;
- Work with companies, Member States, third parties and other stakeholders to contribute to European excellence in AI and/or 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;
- Contributing to internal expertise across topics, including through monitoring the general-purpose AI ecosystem, technological and market developments and the emergence of new risks;
- Contribute to the development of AI policies including 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.

Eligibility criteria

The secondment will be governed by the **Commission Decision C(2008) 6866** of 12/11/2008 laying down rules on the secondment to the Commission of national experts and national experts in professional training (SNE Decision).

Under the terms of the SNE Decision, you need to comply with the following eligibility criteria at **the starting date** of the secondment:

- Professional experience: at least three years of professional experience in administrative, legal, scientific, technical, advisory or supervisory functions which are equivalent to those of function group AD.
- Seniority: having worked for at least one full year (12 months) with your current employer on a permanent or contract basis.
- Employer: must be a national, regional or local administration or an intergovernmental public organisation (IGO); exceptionally and following a specific derogation, the Commission may accept applications where your employer is a public sector body (e.g., an agency or regulatory institute), university or independent research institute.
- Linguistic skills: thorough knowledge of one of the EU languages and a satisfactory knowledge of another EU language to the extent necessary for the performance of the duties. If you come from a third country, you must produce evidence of a thorough knowledge of the EU language necessary for the performance of his duties.

Conditions of secondment

During the full duration of your secondment, you must remain employed and remunerated by your employer and covered by your (national) social security system.

You shall exercise your duties within the Commission under the conditions as set out by aforementioned SNE Decision and be subject to the rules on confidentiality, loyalty and absence of conflict of interest as defined therein.

In case the position is published with allowances, these can only be granted when you fulfil the conditions provided for in Article 17 of the SNE decision.

Staff posted in a European Union Delegation are required to have a security clearance (up to SECRET UE/EU SECRET level according to [Commission Decision \(EU, Euratom\) 2015/444 of 13 March 2015](#)). It is up to you to launch the vetting procedure before getting the secondment confirmation.

Submission of applications and selection procedure

If you are interested, please follow the instructions given by your employer on how to apply.

The European Commission **only accepts applications which have been submitted through the Permanent Representation / Diplomatic Mission to the EU of your country, the EFTA Secretariat or through the channel(s) it has specifically agreed to**. Applications received directly from you or your employer will not be taken into consideration.

You should draft your CV in English, French or German using the **Europass CV format** ([Create your Europass CV | Europass](#)). It must mention your nationality.

Please do not add any other documents (such as copy of passport, copy of degrees or certificate of professional experience, etc.). If necessary, these will be requested at a later stage.

Processing of personal data

The Commission will ensure that candidates' personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament and of the Council ⁽¹⁾. This applies in particular to the confidentiality and security of such data. Before applying, please read the attached privacy statement.

⁽¹⁾ Regulation (EU) 2018/1725 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39)