



**EUROPEAN
DATA PROTECTION
SUPERVISOR**

**VACANCY
NOTICE**

The EDPS is looking for a

Legal and Policy Officer - Artificial Intelligence

Vacancy notice n°	VN-29-2024-EDPS-FO-AI
Type of post/type of contract	AD
Grade/function group	AD5-AD9
Publication under	Article 29(1)(a), (b) and (c) of the Staff Regulations
Place of employment	Brussels (Belgium)
Deadline for applications	22/01/2025 instead of 15/01/2025 (Brussels time GMT+1) at 12:00 midday

WHO ARE WE?

The EDPS - a young and dynamic institution

The European Data Protection Supervisor (EDPS), a young EU institution established in 2004, in Brussels, Belgium, is the independent data protection authority of the EU institutions and the advisor of the EU legislator on data protection matters. We strive to be an impartial centre of excellence in order to embed a strong data protection culture in the EU institutions and the legislation emanating from them. We also closely follow technological developments and try to anticipate their impact on the privacy of individuals. Our organisation employs about 120 staff members, most of whom are EU officials, but we also welcome Contract Agents and Seconded National Experts, working full-time or part-time.

The EDPS - a great place to work

We value a strong culture of respect, flat hierarchical structures and an open door policy to foster innovative ideas and a strong collaboration between colleagues. To ensure our staff's well-being and motivation, we believe that it is essential to create a healthy organisational climate and to strike a good work-life balance. To achieve this, we offer various flexible working arrangements, as well as learning and development opportunities, such as job-shadowing and training programmes.

WHO ARE WE LOOKING FOR?

Someone who

- fits in an informal and friendly yet professional working environment;
- appreciates working collaboratively with other colleagues on a variety of different projects;
- brings their creativity and initiative to the table;
- engages constructively with stakeholders, based on our core values: integrity, impartiality, transparency and pragmatism.

ABOUT THE POSITION

The AI Unit of the EDPS was created on October 1st 2024 to respond to the new supervisory tasks attributed to the European Data Protection Supervisor by the AI Act. The unit prepares for and participates, on behalf of the EDPS, on AI-Act governance bodies, and ensures that Union institutions, offices, bodies and agencies (EUI) comply with data protection rules. These tasks include, inter alia, the following:

- Attendance to the AI-Board and the AI-Board subgroups at technical level, as well as other AI-Act related fora.
- Management of complaints regarding the potential infringement of AI Act obligations by EUIs.
- Reviewing and assessing Fundamental Rights Impact Assessments submitted by deployers.
- Performance of investigations and audits within the scope of the AI Act, including the verification of AI systems' behaviour and performance provided or developed by EUIs.
- Establishment and management of regulatory sandboxes for EUIs to test artificial intelligence models and systems.
- Ensuring the conformity of AI systems provided or developed by EUIs, including the conformity certification of AI systems for remote biometric identification, biometric categorisation and emotion recognition.
- Managing the Network of AI-Act Correspondents of Union institutions, offices, bodies and agencies.

As Legal and Policy Officer in the Artificial Intelligence Unit, your main responsibilities will include:

- Following EU policy and legislative developments relating to artificial intelligence and AI-systems, with a particular focus on the European Union Institutions, agencies and bodies in the area of Home Affairs, Security and Justice.
- Supporting EDPS senior management in the participation to the meetings of the AI-Board and other related ad hoc meetings of the AI-Board;
- Taking part in the work of the expert subgroups of the AI-Board, including through attendance to meetings and contributing to the drafting of documents;
- Drafting and co-drafting speeches and briefings for the EDPS Supervisor, the Secretary General and the HoU of the AI Unit;
- Drafting and co-drafting policy documents, guidelines, decisions, reports and other documents;
- Contributing to the coordination of the position of the EDPS on AI-Act related matters, in particular in the area of Home Affairs, Security and Justice, as well as coordinating internally with other EDPS units; You may also be required to carry out additional tasks when necessary and in the interest of the service. These activities may require missions away from Brussels.

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OUR ELIGIBILITY AND SELECTION CRITERIA

Eligibility criteria

For your application to be considered, you must meet the following criteria by the deadline for submitting applications:

- be a European Official in the category 'Administrator' in a grade between AD5 and AD9
or
- be a laureate of an EPSO competition for "Administrators".

Selection criteria

For this job vacancy, we are looking for someone with the following essential and advantageous skills and experience:

Essential

- A university degree in law and at least 3 years of relevant professional experience in the field of law, data protection, new technologies, artificial intelligence or in a similar field;
- Experience of at least 2 years in the area of Home Affairs, Security and Justice, and in particular knowledge of their operational and/or regulatory framework;
- Good knowledge of the Artificial Intelligence Act and related legislation (AI Liability Act, Digital Rulebook, etc);
- Good knowledge of the structure and functioning of the European Union and of its institutions, the treaties, and other fields of EU law in relation to the position;
- Very good problem-solving skills and creativity in proposing possible solutions in compliance with the applicable rules;
- Proven capacity for analysis and excellent writing skills;
- Demonstrated resilience in view of high workload periods and the ability to respond quickly and decisively in the case of urgencies;
- Very good organisational and prioritising skills in a very varied workload with demanding deadlines;
- Strong ability to work collaboratively;
- Very good level of written and spoken English, which is the main working language of the EDPS and the EDPB Secretariat.

Advantageous

- Experience in a European Union institution;
- Proven experience in the area of international cooperation, including international cooperation among data protection authorities and/or intergovernmental organisations, preferably in the area of data protection or artificial intelligence;

HOW TO APPLY?

Interested in this position? Please apply via the following link by **22/01/2025 instead of 15/01/2025 (Brussels time GMT+1) at 12:00 midday**:

https://ec.europa.eu/eusurvey/runner/Application_form_VN-29-2024-EDPS-FO-AI_Legal_and_Policy_Officer

You will have to **complete the online application form and upload the following documents**:

- Cover letter detailing why you are suitable for this role (PDF format of maximum size of 1MB);
- Official statement confirming current status as an official with date of establishment and grading and copy of the last two evaluation reports (for officials) OR EPSO attest (for EU competition laureates only/contract agents and temporary agents are not eligible)
- CV (preferably in Europass format);
- Optional: Other supporting documents, such as references, certificates, which must be merged into one single PDF document of a maximum size of 1MB.

Do not hesitate to contact edps-selections@edps.europa.eu in case you have any questions.

OUR SELECTION PROCEDURE

All eligible applications will be scrutinised by a selection panel. Candidates whose applications best match the selection criteria will be invited for an interview during which the selection panel will assess each candidate's performance. In addition, a second interview or written tests may be carried out. At the EDPS we aim for all selection panels to have a gender-balanced composition.

OTHER IMPORTANT INFORMATION

Equal opportunities

The EDPS is committed to promoting diversity, inclusion, and giving everyone equal opportunities to succeed.

As such, the EDPS welcomes all applications without discrimination on grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of national minority, property, disability, age, gender identity or sexual orientation.

If you require any special arrangements (due to a disability) to take part in this selection procedure, please indicate this on your application.

Data protection

A data protection notice detailing how the EDPS processes candidates' personal data in the context of recruitment can be found [here](#).

Join us in shaping a safer digital future!