



The EDPS is launching a

Call for Expression of Interest for an Establishment of a Database

Profiles	Profile 1) Legal Officers with expertise in market surveillance or regulatory affairs
	Profile 2) Policy Officers with expertise in regulatory or artificial intelligence matters.
Type of post/type of contract	Contract Agent (CA 3b) (1 year renewable by 2 years; second extension possible for 3 more years)
Grade/function group	FG IV
Publication under	Article 3b of the CEOS
Place of employment	Brussels (Belgium)
Deadline for applications	28/02/2025 (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?

Candidates who

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

ABOUT THE POSITION

The EDPS is issuing this call with a view to establishing an extensive database of candidates for contract staff in function group IV in the Artificial Intelligence domain. This call for expression of interest for Contract Agents is primarily aimed at supporting the AI Unit of the EDPS. 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;

The database will serve as a pool of candidates with expertise in AI that encompasses two profiles, Legal Officers and Policy Officers, covering a broad range of skills and experience for possible recruitment in the EDPS.

As needs arise, persons whose names are included in the database, may be selected and be offered positions as auxiliary contract staff, in accordance with the provisions of Article 3b of the Conditions of Employment of Other Servants of the European Union (CEOS).

If you want your name to be included in the database, please submit your CV and fill out the application form via the EU Survey platform by applying to the relevant profile.

JOB DESCRIPTION

The EDPS is looking for motivated people for the following two profiles:

Profile 1. Legal Officers with expertise in market surveillance or regulatory affairs

As a Legal Officer in the AI Unit, your main responsibilities will include:

- Monitoring compliance of the AI-Act by Union institutions, offices, bodies and agencies, including reviewing and assessing Fundamental Rights Impact Assessments submitted by deployers;
- Handling of complaints relating to the compliance with the AI-Act by the EUIs;
- Handling of consultations from EUI's relating to their compliance with the AI-Act;
- Conducting of and participation in investigations and audits regarding compliance by EUIs with the AI-Act;
- Developing and maintaining expertise related to the application of the AI-Act in the areas of borders, police and judicial cooperation in criminal matters, where coordination of the AI-Unit with other EDPS units and with fundamental rights authorities will be needed;
- Contributing to the Unit's relations with other EUIs, including the management of the Network of AI-Act correspondents; representing the EDPS in external meetings, and, where appropriate, in public events.

Profile 2. Policy Officers with expertise in regulatory or artificial intelligence matters.

As a Policy Officer in the AI Unit, your main responsibilities will include:

- Following EU policy and legislative developments relating to artificial intelligence and AI-systems;
- 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, as well as coordinating internally with other EDPS units;
- Contributing to the Unit's relations with other EUIs, including the management of the Network of AI-Act correspondents; representing the EDPS in external meetings, and, where appropriate, in public events.

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:

- a level of education corresponding to completed university studies of at least three years attested by a diploma relevant to the field you will apply;
- At least 3 years of relevant professional experience for the profile you will apply;
- Have successfully passed a CAST competition of FG IV grade;

- Candidates without a valid CAST at the time of submitting their application can still apply for this call for expression of interest, provided they have a validated CAST profile before submitting the application.

Selection criteria

For establishing the database we are looking for candidates with the following essential and advantageous skills and experience:

1. Legal Officers with expertise in market surveillance or regulatory affairs

Essential

- A university degree in the field of law (at least 3 years) and at least 3 years of relevant professional experience as a legal officer/lawyer, preferably in the field of market surveillance, regulatory affairs for consumers or products, data protection or artificial intelligence;
- Good knowledge of the AI-Act, as well as technological developments relating to AI systems;
- Experience in monitoring compliance with EU regulations, or carrying out compliance audits or investigations;
- 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;
- 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;
- Very good level of written and spoken English.

Advantageous

- Experience in a Market Surveillance Authority or in a public authority;
- A Master's degree in a relevant field;
- Experience handling complaints;
- Experience in performing risks assessments from a compliance perspective;
- Experience in a EUI or in a national public authority, in particular with exposure to internal decision-making and legislative processes;
- Experience in a data protection authority, and understanding of the interconnection between the AI-Act and the GDPR/ EUDPR.

2. Policy Officers with expertise in regulatory or artificial intelligence matters.

Essential

- A university degree of at least three years, 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;
- Good knowledge of the AI-Act, as well as technological developments relating to AI systems;
- Experience in participating to working groups with multiple stakeholders, with a view to producing deliverables in a short time;
- 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;
- 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;
- Very good level of written and spoken English.

Advantageous

- Experience in legal advice and support to legislative boards, for example, the European Data Protection Board, the Cybersecurity Board, the High Level Group for DMA, etc. ;
- A Master's degree in a relevant field;
- Experience in a EUI or in a national public authority, in particular with exposure to internal decision-making and legislative processes;
- Experience in a data protection authority, and understanding of the interconnection between the AI-Act and the GDPR/ EUDPR.

DATABASE

If you:

- meet the general eligibility criteria, and
- have completed the application form via the EU Survey platform in accordance with the procedure and by the deadline, your name will be included in the database.

Inclusion of your name will be based solely on the information given on the application form and in the attached documents. This information and these documents will be verified later, if you are made an offer of recruitment.

When needs arise, the recruiting services will consult the database to identify and shortlist candidates whose profiles align with their specific needs, based on the information in their applications.

If shortlisted, you will be invited to interviews and possibly for a written test conducted by the recruiting services.

The tests and/or interviews are designed to evaluate your suitability for the relevant position.

Knowledge of languages may also be evaluated during this process.

A first round of screening of the CVs received might take place in mid-November 2024.

It should be noted that any discrepancies found between the information provided and the facts established through verification will lead to the candidate's exclusion from the selection process, their details will be removed from the database and a contract will not be offered.

Inclusion of your name in the database or being invited an interview or a test is not a guarantee that you will be offered a job.

HOW TO APPLY?

Interested to include your application to the database? Please apply via the following links by **28/02/2025 at 12:00 midday (Brussels time)**:

1) Legal Officers with expertise in market surveillance or regulatory affairs

https://ec.europa.eu/eusurvey/runner/Call-for-Expression-of-Interest_AI-Unit_Legal-Officer

2) Policy Officers with expertise in regulatory or artificial intelligence matters

https://ec.europa.eu/eusurvey/runner/Call-for-Expression-of-Interest_AI-Unit_Policy-Officer

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

- Cover letter detailing why you are suitable for the profile you applied (PDF format of maximum size of 1MB);
- CV (preferably in Europass format)
- All the supporting documents consolidated in one file

The database will be valid until 31/12/2025. The validity of the data base may be extended by decision of the Chair of the Board.

Do not hesitate to contact EDPS-Selections at 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!

Qualified electronic signature by:
LEONARDO CERVERA NAVAS
Date: 2024-10-24 10:47:43 +02:00

Leonardo CERVERA NAVAS
Secretary-General