



## EUROPEAN COMMISSION

### Job Description Form

Job description version1 (*Active*)  
Job description version455898 in *CNECT.DEL.United States.008*  
Valid from07/08/2024until

#### Job Holder

#### Job Profile

##### **Position**

CONTRACT AGENT FGIV

##### **Job title**

Policy Officer

##### **Domains**

###### **Generic domain**

ICT and INTERNET in SOCIETY, SCIENCE and INDUSTRY

###### **Intermediate domain**

###### **Specific domain**

##### **Sensitive job**

No

##### **Overall purpose**

As part of the EU team in San Francisco, the job holder will work under the guidance and supervision of the Head of the San Francisco office. The Artificial Intelligence (AI) Policy Officer in San Francisco will support DG CNECT, and particularly the EU AI Office, in its oversight/supervisory work and monitor developments relevant to compliance of providers and deployers of generative AI models and systems with the EU AI Act.

## **Functions and duties**

### **+ POLICY ANALYSIS**

- *Help assess compliance with oversight responsibilities, implementation and enforcement decisions of the European Commission (“the Commission”) and facilitate inspections of the Commission under its EU AI Act powers, as appropriate. Part of this involves monitoring operational, legal and enforcement action by competent US AI and other third country authorities (e.g. the US AI and UK AI Safety Institutes) as well as actions in US courts or initiated by State Attorney-Generals in fields similar to enforcement action under the EU AI Act, also to detect systemic or emerging issues potentially affecting the provision of services in the Union as well;*
- *Monitor, assess and report to the Commission on positions and reactions of industry, stakeholders and media to (planned or adopted) implementation and enforcement decisions;*
- *Track and report to Headquarters technological developments which are relevant to effective EU AI Act implementation and enforcement and assessment of emerging risks, e.g. the use of generative AI in content moderation, proprietary Vs open source AI models, access to essential infrastructure for training generative AI models such as cloud compute and data, encryption, regtech;*
- *Monitor and report to the Commission on markets, technology, research and trade issues and provide early warning on sensitive policy, trade or technology issues in relation to EU AI Act implementation. This includes following developments at California State Legislature level;*
- *Compile complaints and feedback from civil society organisations, academia and companies (large and small) in the US about particular practices of AI providers and deployers that may be hard to detect by supervisors and could also impact the provision of services in the Union;*
- *Draft briefing notes on the specific policy domain and issues (in particular in relation to generative AI systems and models and to help relevant actors within DG CNECT, EEAS and other services to understand and be aware of specific issues).• Draft briefing notes on the specific policy domain and issues (in particular in relation to generative AI systems and models and to help relevant actors within DG CNECT, EEAS and other services to understand and be aware of specific issues).*

### **+ REPRESENTATION, NEGOTIATION and PARTICIPATION**

- *Promote understanding of the EU AI Act and its provisions amongst US/California policy makers, stakeholders and media to raise awareness and help understanding the Commission decisions adopted towards providers and deployers of generative AI models and systems which are based in US, to avoid unnecessary friction about the EU’s actions and decisions in order to promote safety and fundamental rights ;*
- *Maintain regular contacts with stakeholders on the EU AI Act in the digital ecosystem in the United States and explain the EU AI Act’s implementation and enforcement in the EU to them;*
- *Mobilise particular expertise in civil society and academia (e.g. Stanford, Berkeley) which are world-leading in fields covered by the EU AI Act), as part of the Commission’s supervision of providers and deployers of generative AI models and systems under the EU AI Act (e.g. trends in models’ capacity and compute thresholds, risk-management and evaluations, alignment and red teaming, infrastructure access and use, compliance with data protection and copyright frameworks, impacts on energy use and sustainability);*
- *Organise events, participate in external events (training, presentations, fora, etc.) when necessary e.g. where AI companies and/or relevant stakeholders participate or where relevant topics are discussed concerning the systemic risks identified by AI providers and deployers;*
- *Assist the Commission in planning EU AI Act’s implementation and enforcement outreach activities.*

## Job requirements

### Experience"

#### + POLICY

Job-Related experience:at least 2 years

Qualifier:an advantage

### Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C1	C1	C1	C1	C1

### Knowledge

- POLICY  
POLICY ANALYSIS
- REPRESENTATION and NEGOTIATION

### Competences

- *Analysing and Problem Solving*  
*Ability to conceptualise problems, identify and implement solutions*
- *Communicating*  
*Ability to communicate in meetings*  
*Negotiation skills*
- *Delivering Quality and Results*
- *Working with Others*  
*Diplomatic skills*

## Job Environment

### Organisational entity

Presentation of the entity:

### Job related issues

- Atypical working hours
- Specialised Job

#### Missions

- Frequent, i.e. 2 or more missions / month
- Long duration, i.e. missions lasting more than a week

Comments:

**Workplace, health & safety related issues**

- Noisy environment
- Physical effort / materials handling
- Work with chemicals / biological materials
- Radioprotection area
- Use of personal protective equipment
- Other

*Comments:*

**Other**

*Comments:*

Security Clearance is compulsory for all EU Staff in delegations and has to be requested by selected candidate before departure.