

Project Management Officer – Artificial Intelligence and Standardisation

**Full-time position to start as soon as possible
12-month contract (with the possibility of extension)**

BEUC - the European Consumer Organisation, in co-operation with ANEC, the consumer voice in standardisation is looking for a Project Management Officer to reinforce both organisations in their work on AI with a focus on standardisation. The officer will be responsible for implementing a project on AI standardisation and to co-ordinate the respective project activities.

The tasks will include:

- To ensure the overall implementation and project management of the AI standardization project by BEUC/ANEC that aims at ensuring a high level of consumer protection in EU legislation on AI as well as in related technical standardization
- In collaboration with the digital teams at BEUC and ANEC, to contribute to advocacy work to shape European and international policy and standards on AI that impact on consumers;
- To coordinate the input into European Standardisation Organisations and/or International Standardisation Organisation on AI, to participate to some of the meetings of the respective working groups, to map the relevant activities and draft technical comments;
- To raise awareness and inform the civil society movement about the role of standards in the AI Act and how to engage in standardisation;
- To ensure quality check, reporting and achievement of KPI's of the different activities delivered under the project as well as their follow-up and evaluation.

The main qualifications we are looking for are:

- University degree (political science, law or engineer) and a minimum of 3 years of work experience in digital affairs and AI/ADM technologies;
- Demonstrated experience in delivering projects, in coordinating the work of several colleagues/partners and in reporting about achievements;
- Demonstrated expertise or capacity to develop input into policy processes;
- Interest in or willingness to learn about consumer affairs;
- Knowledge of – and, ideally, direct experience of standardisation; good communication / presentation skills and a positive attitude to interact with people from different cultural backgrounds;
- Ability to be team player, well-organised, capable of multitasking and of delivering to challenging deadlines;
- Excellent knowledge of spoken and written English. Good knowledge of French or another EU language is an asset.

What we offer:

- A multicultural working environment within an organisation dedicated to promoting the consumer interests;
- The opportunity to meet and work with consumer representatives and experts from 30 European countries;
- A full-time 12-month contract with a possibility of extension with a competitive package (salary, fringe benefits and extra-legal paid leave).

Applications for the position should be sent **by 27th August 2022** by e-mail to **apply@beuc.eu** with subject line: **AI Project Management Officer**.

Interviews will take place in September, possibly through videoconferencing.

To start as soon as possible.
Only short-listed candidates will be contacted.

Your application should include the following documents (with your name as title):

1. **A short motivation letter**
2. **A detailed curriculum-vitae**
3. In a separate file, **answers to the following questions:**
 - *Why would you like to work at BEUC/ANEC and why should we appoint you?*
 - Briefly explain your motivation to work at BEUC, what can distinguish you from other candidates, using maximum 150 words.
 - *In your opinion, what are the risks and advantages of regulating AI via harmonised standards?*
 - Using maximum 250 words.
 - *What are for you the main challenges in consumer protection and AI?*
 - Using maximum 250 words.

Any incomplete application will be disregarded.

BEUC is an equal-opportunities employer.

Privacy policy: The personal data we collect during hiring processes is only used for the purposes of carrying out the selection process and is deleted once the process has ended. For shortlisted candidates, we routinely ask for their consent to keep their information for 6 months after the end of the selection process, in case other vacancies that could fit their profile open up.