



## **Job description**

### **Project and Master Secretariat - AI4GOV**

#### **I. BACKGROUND INFORMATION**

The Master in Artificial Intelligence for Public Services (AI4Gov) is a new higher education programme funded by the European Union, offered as a joint title by Universidad Politécnica de Madrid (Spain) and Politecnico di Milano (Italy), and where two additional universities are also involved (Friedrich-Alexander-Universität – Germany - and the Tallinn University of Technology - TalTech).

The programme is part of a wider initiative, in which university networks, small and medium-sized enterprises (SMEs) and top researchers have joined forces to offer new high-quality specialised Master programmes and courses in Artificial Intelligence (AI).

The initiative is funded through the Connecting Europe Facility (CEF) Telecom programme and will bring advanced digital skills closer to non-technical people and other professionals, making a contribution to the target of 20 million information and communication technology (ICT) professionals by 2030, put forward in the European Commission's Digital Decade.

#### **Aims and objectives**

The goal of the AI4Gov Master is to prepare future digital transformation leaders for the increased development and uptake of AI in the public sector. They will learn how to plan, design and use AI in the delivery of public services, so as to improve the provision, effectiveness and value of these public services as well as public sector's capacity by means of an adequate management, knowledge and development of AI-related projects and services.

The Master programme targets professionals, interested in upskilling, coming from any discipline, who want to improve their knowledge of AI and its link to public administration and become functional specialists in the area. In addition, the programme also aims to engage business executives and employees from the public sector (such as civil servants, contractors, etc) so that they are equipped with the practical knowledge on how to implement, manage and govern AI-based services.

#### **Learning outcomes**

The overall expected outcome culminates in the education of functional specialists in the application of AI to public services. A functional specialist in AI and public services will not only understand the foundations and state of the art of AI technologies, but also the full cycle for the development and delivery of public services that make use of AI technologies, including design, development, delivery and evaluation.

#### **More information and requirements**

The first edition of the Master's programme has already started in October 2021, and the next edition will start in Fall 2022.

More information are available at: <https://ai4gov-master.eu/>

## **II. DESCRIPTION OF THE JOB POSITION**

### **2.1. Context**

Once the initial setup of the Master has been done, including the design of the curriculum and the official steps needed in order to offer a joint title, and that the first edition is already running at full speed, with 40 highly-committed full-time students, there is a need to have secretariat support for the Master and for the EU project that is providing funding to the Master design, to the generation of educational content and to the wider initiative of creating an ecosystem around the application of Artificial Intelligence to the Public Sector.

### **2.2. Scope of the work**

The person who will be in charge of the secretariat will perform the following tasks:

For the Master students (current and prospective ones):

- Assist students in all administrative matters (registration process, payments, certificate generation, admission letters, visa letters, diploma generation, etc.), making this process as smooth as possible for a highly intercultural and international set of students.
- Interact with UPM central offices to ensure that the student admission process for the next editions is up and running.
- Take care of all communications to be done to selected and non-selected students.
- And in general, make sure that the user experience during their learning process is as good as possible.

For the Master director and vice-director, academic committee, lecturers, tutors, mentors and invited speakers:

- Provide administrative support (invitation letters, justification letters, etc.)
- Take care of payments and fees for those collaborating in the Master.
- Collect and prepare any relevant documentation regarding the Master and required by the diploma-conferring institutions (UPM, PoliMi), such as reports from the Master.
- Maintain an up-to-date overview of Master finances, and provide support to the director for its financial sustainability in the future.

For the project coordinators and members:

- Provide assistance to the project coordinators on the organisation of internal and external meetings (project management boards, meetings with stakeholders, etc.)
- Provide assistance in cost claims, subcontracting of services, etc.
- Provide assistance for the organisation of physical events associated to the Master.

All above tasks will be implemented in compliance with the EU General Data Protection Regulation (GDPR) in the management of personal and technical data information.

### **2.3. Job duration and work conditions**

- Estimated start date: March 2022
- Duration: the position will be initially available for 6 months, and will be extended upon the good performance of the candidate for the whole duration of the project (June 2024), and potentially after that, for the Master.
- The position is offered as a full-time position, although part-time positions may be acceptable upon the request of candidates and agreement with the selection committee.

### **III. CANDIDATE REQUIREMENTS**

Candidates must be tax resident in Spain, or willing to become tax resident in Spain. The office work location is in Boadilla del Monte, near Madrid, Spain, and there will be also some flexibility in office work and home office hours.

We expect candidates who care about making the experience of students and project members as enjoyable as possible.

Candidates are expected to be fluent in at least Spanish and English, with excellent communication skills. Language skills in other EU languages will be considered a plus.

Ability to work with tight deadlines is required.

Furthermore, experience in the management of EU and/or national Research projects, or in the management of national or international Masters will be considered a plus.

### **IV. INSTRUCTION TO APPLICANTS**

CVs should be sent by email to [ofertas@delicias.dia.fi.upm.es](mailto:ofertas@delicias.dia.fi.upm.es) with the subject AI4Gov Secretariat

**Deadline for submission:** 15/02/2022 23:59 (Brussels time), or until the positions are filled in