



Job description

Project Manager - 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.

Furthermore, the project under which this Master is being developed has the objective of nurturing an ecosystem around the application of AI in public services, leading to the creation of a European Center of Excellence in this topic.

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 Project and Master have been done, and that the first edition is already running at full speed, with 40 highly committed full-time students, there is a need to have a project manager whose responsibility will be focused on supporting the day to day and strategic research activities associated to the creation of the AI4Gov ecosystem, among others.

2.2. Scope of the work

The person who will oversee project management will perform the following tasks:

- Keep track of the advances done by consortium members on project activities and deliverables
- Make sure that quality processes are effectively run to ensure the quality of the project outputs.
- Coordinate activities among consortium members.
- Manage activities and events related to the project as required.
- Elaborate financial scenarios and propose strategies for the financial sustainability of the Master and of the Center of excellence to be launched from the project.
- Manage strategies for the creation of an ecosystem focused on AI for public services, including maintaining and updating contact lists of stakeholders worldwide up to date
- Identify further opportunities for the maintenance of the AI4Gov ecosystem
- Look for sponsorship for specific events associated to the Master and manage possible outcomes
- Work together with the Project Coordinators and the Master Director in the overall management of the project, the consortium, the Advisory Board and strategic partnerships.

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), with potential further extension working for the Center of Excellence.
- 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.

Candidates are expected to be fluent in at least Spanish and English, with excellent communication skills. Language skills in either Italian, German or Estonian would be considered a plus.

Ability to work with tight deadlines is required.

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

IV. INSTRUCTION TO APPLICANTS

CVs should be sent by email to ofertas@delicias.dia.fi.upm.es with the subject AI4Gov Project Manager

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