



Junior Professional Officers (JPO) Programme

Terms of Reference

GENERAL INFORMATION

Title: Junior Professional Officer – AI Ethics and Governance

Organizational Unit: Social and Human Sciences (SHS), Ethics of AI (EAI) unit

Duty Station: Paris, France

SUPERVISION

Direct supervision by: [Irakli KHODELI, Head of the Ethics of AI Unit]

Describe the organizational setting, the reporting lines and the modalities of the supervision.

The JPO will be closely integrated within the Ethics of AI (EAI) Unit. The EAI unit is directly under the supervision of ADG/SHS. Therefore, the JPO's direct supervisor will be the head of the EAI unit, under the overall supervision of ADG/SHS. The Unit also works closely with the Executive Office and the other sections and units of the Sector.

DUTIES AND RESPONSIBILITIES

Describe the main duties, responsibilities and tasks (recommended to describe at least 4-5 main responsibilities). Within this context, the JPO will be responsible for:

The JPO would be involved in a wide range of activities under the EAI unit, with the gradual increase of workload and responsibilities. These activities will include:

1. Implementation of the ongoing projects related to assisting Member States in the implementation of the UNESCO Recommendation on the Ethics of AI, including:
 - a. projects funded by the European Commission (DG-Reform) targeting EU Member States as they try to a reform domestic AI supervisory/governance arrangements to bring them in line with the EU requirements (Dutch and Belgian Authorities currently, additional projects with other countries may follow).
 - b. projects funded through bilateral (Japan, exploring opportunities with others), multilateral (EC), and private (McGovern Foundation) donors to assist countries with building effective institutions for ethical governance of AI. These projects have a geographical focus on Africa and SIDS.
2. Development, piloting, revision, optimization of different policy tools, approaches, and methodologies related to AI governance. The currently used examples include Ethical Impact Assessment and Readiness Assessment Methodology, while we are currently working with partners to develop AI governance disclosure initiative for private companies. Such tools are usually developed in close consultation with expert bodies set up for this purpose, but with significant input from the Secretariat.
3. Managing expert networks, including the AI Ethics Experts without Borders (AIEB) network and the Women for Ethics of AI (W4EAI) coalition, and optimizing their engagement towards

the achievement of the relevant objectives, such as providing capacity-building or policy guidance to member states.

4. Organizing and delivering events – ranging from specific workshops to the Global Forum on the Ethics of AI and everything in between in terms of size, visibility, and impact.
5. Contributing to the work of external bodies working in the domain of AI governance:
 - a. Within the UN system, assisting EAI team with the tasks of co-chairing (with ITU) the UN Interagency Working Group on AI, a formal coordinating body under CEB, including with producing substantive contributions and the logistical coordination of interagency efforts.
 - b. Outside the UN system, assisting EAI team with contributing to and participating in such platforms and initiatives as G20 presidency (digital economy track), G7 (Hiroshima Process), GPAI, and the AI Safety/Action Summits.
6. Production of new knowledge products in the domain of the ethics Resource mobilization – writing proposals, liaising with the potential and existing donors, and assisting with various reporting, monitoring and evaluation tasks carried out by the unit across the ongoing projects.

REQUIRED QUALIFICATIONS

Education:

Advanced university degree (master's degree or equivalent) in artificial intelligence or other relevant technological field, ethics of science and technology, society and technology, law, social and human sciences, political science or related field. A first-level university degree in combination with additional two years of relevant experience may be accepted in lieu of an advanced university degree.

Work experience:

- Preferably a minimum of 2 years of professional experience in one or more of the following: ethics, social and human sciences, human rights, law, political science, science and technology, life sciences, international relations, or related areas.
- Good understanding of artificial intelligence (AI), machine learning, or the broader AI ecosystem (i.e. Internet of Things, big data, etc.), and related ethical, legal and social implications;
- Experience in project and/or programme management desirable, preferably at the international level.

Competencies and skills:

- Excellent analytical and drafting skills;
- Excellent communication skills (written and oral) in English and able to exchange information on complex issues;
- Strong problem solving skills;
- Ability to establish and maintain effective working relationships in multicultural environment with external and internal partners;
- Excellent organization and planning skills, including the ability to organize own work priorities and deadlines. Discretion and maturity of judgement are required;

- Ability to work under pressure;
- Solid computer skills including advanced knowledge of office software such as Word and Excel.

Languages: Excellent knowledge of English; knowledge of another UNESCO official language, especially French, is an asset.

LEARNING ELEMENTS

Acquire in-depth knowledge about and experience with UNESCO's work on promoting ethical governance of AI through the implementation of the Recommendation on the Ethics of Artificial Intelligence.

Acquire hands-on experience in delivering complex projects in different parts of the world.

Gain familiarity with UNESCO as an organization and with the broader ecosystem of UN agencies and other actors joining forces in the domain of the Ethics of AI.

Learn about the ethical implications and challenges related to scientific progress and new technologies, in particular on artificial intelligence; learn about the global perspective on these ethical implications.

BACKGROUND INFORMATION

The Ethics of AI unit is dedicated to facilitating the implementation of the Recommendation on the Ethics of AI. Through various tools, methodologies, and platforms, the unit is working with policymakers, regulators, academics, the private sector and civil society in countries around the world to find solutions to the most pressing challenges posed by Artificial Intelligence.

More information can be found at <https://www.unesco.org/ethics-ai/en>