

Application deadline: 15 January 2020

IT Officer (m/f)

ABOUT EIT URBAN MOBILITY:

The website of EIT Urban Mobility is <https://www.eiturbanmobility.eu>

EIT Urban Mobility, supported by the European Institute of Innovation and Technology (EIT), acts to accelerate positive change on mobility to make urban spaces more liveable.

EIT Urban Mobility is an initiative of the European Institute of Innovation and Technology (EIT). Since January 2019 we have been working to encourage positive changes in the way people move around cities in order to make them more liveable places. We aim to become the largest European initiative transforming urban mobility. Co-funding of up to € 400 million (2020-2026) from the EIT, a body of the European Union, will help make this happen.



*We create systemic solutions that will **move more people around the city more efficiently and free up public space.***



*We bring **all key players in urban mobility together** to avoid fragmentation and achieve more.*



*We **engage cities and citizens** from the word go, giving them the opportunity to become true agents of change.*

In order to support the vision of creating more liveable urban spaces, EIT Urban Mobility is looking to hire an **IT Officer**, responsible and accountable for analyzing, developing and implementing the IT infrastructure, supporting all operational and strategic functions of the organization.

MAIN DUTIES AND RESPONSIBILITIES:

Reporting to the Chief Operations Officer (COO), the **IT Officer** is responsible and accountable for analyzing, developing and implementing the IT infrastructure, supporting all operational and strategic functions of the organization.

This includes:

- Orchestrating first level IT services to all members of the organization, both the headquarters in Barcelona, as well as for the 5 Innovation Hubs across Europe (e.g. elaborating IT hardware guidelines, IT systems compatibility requirements, etc.).
- Coordinating the selection and implementation of IT tools and applications for staff (internal) and Partners (external) based on user needs and strategic goals, (e.g. setup of the CRM, ERP, Grant management tools)
- Implementing, potentially with third parties, the setup of the initial EIT Urban Mobility database to support teams in user-friendly dashboarding, reporting, and monitoring.
- Driving the overall IT process in terms of strategic vision and operational setup, ensuring smooth integration of tools and programs through the establishment of an IT Roadmap.
- Act as internal and external EIT point-of-contact on IT related aspects.

KEY SKILLS AND EXPERIENCE:

Qualifications

- Master degree in Information Technology (IT) or related field.
- At least two (2) years of designing and leading IT Projects in a start-up or scale-up type organization.
- Experience in IT infrastructure management, capable of translating user needs into operational building blocks supported by IT tools. Experience with Grant Management tools a plus.

- Experience setting up and implementing operating systems (ERP, accounting, etc) is highly desirable.
- Excellent collaboration skills with the ability to build trust-based relationships with various partners within the company.
- Excellent communication skills, both verbally and in writing in English. Excellent communication skills in Spanish is a significant plus.

Character Requirements

- **Independent** and **results-oriented**, able to grasp organization goals and strategies, and deliver technical solutions.
- Committed to operational excellence by implementing tools or processes that maintain quality service by **establishing and enforcing organization standards**.
- Driven and passionate in **fast-paced organization** and capable of driving change-management in a structured and process-driven fashion.
- A **team player**, capable of engaging with employees from different backgrounds and cultures

ELIGIBILITY:

General Conditions

By the closing date of this call candidates must:

- be a national of an EU Member State or an EFTA state¹;
- enjoy their full rights as citizens²;
- have fulfilled any obligations imposed by national laws concerning military service;
- meet the character requirements for the duties involved.

Education

Candidates are required to have:

- A level of education which corresponds to completed university studies of at least Master degree in Information Technology (IT) or related field or five years of equivalent professional experience.
- English at least C1.

Only qualifications issued by an EU Member State authorities and qualifications recognised as equivalent by the relevant EU Member State authorities will be accepted.

JOB AND CONTRACT TYPE:

Full-time and of unlimited duration

LOCATION:

- Employee will be based in Barcelona (Spain).
- Minor travel is expected (5-8 times per year).

APPLICATION PROCESS:

EIT Urban Mobility is an equal opportunity employer and values diversity. To build a strong digital Europe that works for everyone it is vital that we have diverse range of skills, knowledge and experience in the sector. Therefore, we welcome applications from anyone who meets the below criteria and encourage applications from women, ethnic minorities, and other underrepresented groups.

To apply for this position, please send a full application form consisting of a letter of motivation and a current curriculum vitae to recruitment@eiturbanmobility.eu

Deadline for Applications: 15 January 2020

Data Protection Disclaimer

Your personal data will be handled with utmost care. Please note that your details will be shared with external parties supporting in the selection and review process. However, data will not be shared beyond these parties. Should you have any questions about Data Protection, please email office@eiturbanmobility.eu.

¹ EFTA countries are Norway, Iceland and Liechtenstein as defined by as defined in Article 2 of the EEA agreement.

² Prior to the appointment, the successful candidate will be asked to provide a certificate of good conduct, confirming the absence of any criminal record.