

Application deadline: 15 January 2020

Programme Assistant (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 a **Programme Assistant** to perform a variety of administrative tasks, supporting the Programme Officer and the IT Officer.

MAIN DUTIES AND RESPONSIBILITIES:

Reporting to the Chief Operating Officer (COO) and the Programme Officer/s, the **Programme Assistant** is responsible for supporting the Programme Officer and the IT Officer in technical and administrative tasks linked to the implementation, monitoring and reporting of a portfolio of activities financed by the EIT and development of related partner and grant IT systems .

This includes:

- Support the Programme Officer/s in:
 - Ensuring proper monitoring and reporting of EIT Urban Mobility-funded activities, including management of budget and performance data
 - Engaging as needed with Partners and third parties for clarification on EIT grant cycle
 - Management of the EIT Urban Mobility Partnership and monitoring data related to engagement, use of grant, etc.
 - Supporting on launching, promoting, monitoring and managing calls for proposals, calls for tenders, ad hoc grants, etc. related to the programmes.
 - Supporting on the preparation of the evaluation phase of the call.
 - Supporting the analyse and present the evaluation results.
 - Support the agreement preparation with Activity Leaders and grant agreement with beneficiaries.
 - Supporting call for tender and publication.
 - Support monitoring the implementation of Activities, providing data analysis, ensuring timely monitoring and reporting on overall progress, budget, and performance matters.

- Support the IT Officer in:
 - Maintenance of core EIT Urban Mobility data, including the quality control of data in the IT partner and grant management systems (CRM, Grant management tools)
 - Some data management, including data analysis and/or information management

- Registration of members to the platform, follow-up on processes
- Organize and maintain the data collected to support future strategic decisions
- Support the implementation of processes including use of IT tools, that help project teams and the EIT Urban Mobility organisation have full overview of activities progress and performance.

- Data analysis and information management that support portfolio management and communication, both internally and to stakeholders.

KEY SKILLS AND EXPERIENCE:

Qualifications

- At least one year of work experience in project management or similar role
- Proven experience in using IT tools for the management of partners, members, or projects
- Excellent MS Office knowledge, in particular with Excel

Character Requirements

- Strong organizational skills, able to **multitask and balance competing priorities** in a dynamic environment.
- **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 Bachelor's degree or equivalent professional experience.
- Demonstrable Project Management skills (PMP, etc) is a plus.
- 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 (1-4 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

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.

who meets the below criteria and encourage applications from women, ethnic minorities, and other underrepresented groups.

With this call, EIT Urban Mobility is looking to establish a pool of candidates for the role described above.

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

Reserve list

An estimated pool of ten candidates will be constituted and, with the candidate's approval, can be called upon during the year 2020.

The reserve list will be valid until 31 December 2020. The validity of the reserve list may be extended by decision of the CEO of the EIT Urban Mobility.

Candidates should note that their inclusion on the reserve list does not imply any entitlement to employment in the EIT Urban Mobility.

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.