

Application deadline: 15 January 2020

Programme 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 opening a call for applications for the role of **Programme Officer**, responsible for supporting partners and the management team in the compliant implementation, monitoring and reporting of a portfolio of activities financed by the EIT. Selected candidates will constitute a pool of candidates able to fill the role during the year 2020.

MAIN DUTIES AND RESPONSIBILITIES:

Reporting to the Chief Operations Officer (COO), the **Programme Officer** is responsible for supporting partners and the management team in the compliant implementation, monitoring and reporting of a portfolio of activities financed by the EIT.

This includes:

- Manage KIC Activities and proactively engaging with teams that are leading EIT Urban Mobility-funded activities.
- Launch, promote, monitor and manage calls for proposals, calls for tenders, ad hoc grants, etc. related to the programmes.
- Prepare the evaluation phase of the call and participate in the design of evaluation procedures, methods and documents and participate in evaluation panels and organise and monitor the work of external evaluators.
- Analyse and present the evaluation results, provide input for future improvements and provide feedback to applicants.
- Conduct the agreement preparation with Activity Leaders and grant agreement with beneficiaries and ensure the technical and financial consistency of Activities to be funded.
- With regard to call for tenders, work on the specifications and prepare publication. Act as member or chair of the Evaluation Committee and participate in the preparation of contracts. Liaise with the Procurement team of EIT UM financial unit in all steps of the procedure.
- Monitor the implementation of Activities, in particular the performance of Activity Leaders and beneficiaries and the fulfilment of contractual obligations and ensure timely monitoring and reporting on overall progress, budget, and performance matters, e.g. EIT Urban Mobility strategic KPIs, project deliverables.
- Manage requests for contract amendments in collaboration with financial officer. Assess Activity reports and control the eligibility of the expenditures, their regularity and their adequacy with the contractual provisions.

- Plan and carry out programme's actions that are implemented by means of public procurement procedures.
- Act as the principal interlocutor of the beneficiaries or contractors during the implementation of the grant agreement or contract, handling in-coming correspondence, including that with legal or financial contents, in close liaison with financial officer.
- Participate in project meetings and possible monitoring visits to explain procedures, encourage networking and monitor the technical implementation of the Activities.
- Implement 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.
- Ensure seamless procedures between the Operations functions and other functions e.g. Finance, Communications.
- Support compiling the annual amendment and report of EIT Urban Mobility.
- Write reports and briefings; provide statistics on Activity results upon request.
- Ensure the dissemination and promotion of project results and present the EIT UM and Activities at workshops, seminars, conferences and other public events; regularly update the Activities' database; contribute to the preparation of communication materials.

KEY SKILLS AND EXPERIENCE:

Qualifications

- A talented portfolio manager with at least two (2) years of experience in the progress monitoring and reporting of Horizon 2020 or of European Institute of Innovation and Technology (EIT) programmes / projects.
- Experience in similar position in any EIT KIC is desirable and considered an outstanding asset.

- A track record of delivering process-based projects to multi-functional teams, delivering operational excellence to start-up or scale-up type organisations.
- Excellent command of Microsoft Excel, including pivot tables. Ability to use Power BI a plus.
- Proven capability to work with IT tools to efficiently capture and analyse large amounts of data. Experience with Microsoft Dynamics or other large ERP tools a plus.
- Strong international experience, especially in working with European matrix organizations.
- Strong presentation skills in English and ability to translate potentially complicated rules and regulations into simple and concise guidelines and trainings.
- Excellent communication skills, both verbally and in writing, in English. Excellent communications skills in Spanish is a 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 or five years 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 with flexible availability according to the demand of the activities.

LOCATION:

- Employee will be based in Barcelona (Spain).
- Moderate 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,

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.

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.

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.