

Application deadline: 15 June 2020

Head of PMO

ABOUT EIT URBAN MOBILITY

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 livable.

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 livable 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.

More information about EIT Urban Mobility and its activities can be found on: <https://www.eiturbanmobility.eu>.

In order to support the vision of creating more liveable urban spaces, EIT Urban Mobility is opening a calling for Head of the Programme Management Office (PMO), reporting to the COO. The Head of PMO is responsible for the operationalisation of the entire EIT Business Plan cycle, from calls preparation and business plan preparation, submission, monitoring, to amendment and final reporting of the achievements of the KIC to EIT. The Head of PMO is also responsible for the Programme Officers and Programme Assistants, and works closely with the Head of Finance and the thematic Directors in compiling all cost and performance data in routine reports or analysis dashboards.



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MAIN DUTIES AND RESPONSIBILITIES

The Head of PMO is responsible for the operationalisation of the entire EIT Business Plan cycle. The Head of PMO therefore leads the overall process of the EIT Urban Mobility Business Plan at portfolio and partner level, from business planning (from calls and business plan preparation, to business plan submission and approval), to Business Plan implementation (through portfolio monitoring), and Business Plan reporting to the EIT (from Business Plan amendment to Business Plan final reporting of the achievements of the KIC).

Responsibilities of the Head of PMO include:

- Lead the process for the call for proposals with the thematic directors and communications
- Define and manage the proposal evaluation and selection process for the preparation and submission of yearly Business Plan
- Coordinate granting & agreement requirements in collaboration with legal services
- Design and implement project and portfolio monitoring and reporting processes.
- Lead the process of partner management with the IH Directors and communications and ensure leadership of Programme Officer and Programme Assistant in charge of this core process.
- Maintain and enable basic functionalities of EIT Urban Mobility's IT monitoring platforms (with the support of external third parties)
- Execute data analysis and produce visuals and reports that support management decisions
- Ensure seamless procedures between the PMO and other functions e.g. Finance, Legal, Communications.
- Support compiling of the annual report (e.g. partnership data, grant) of EIT Urban Mobility
- Be partner and customer-oriented
- Ensure leadership of the Programme Officers and the Programme Assistants, including clear goal setting and identification of training needs
- Collect lessons learnt for better operational efficiency

KEY SKILLS AND EXPERIENCE

Qualifications

- Relevant Master's degree or equivalent work experience.
- More than 5 years of experience in operational programme/project management. Operational experience in EU Networks or similar organisations is a plus.
- At least 3 years of experience in H2020 or EU-funded programmes.
- Experience of more than 3 years of managing teams of 3 employees or more.



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- Have professional experience in dealing with various stakeholder types: cities, large industry, education, and startups and small businesses.
- Excellent written and spoken English, at minimum C1 level. Another European language is a plus.
- Strong knowledge of collaboration and project management tools, in particular Office 365.
- Strong and proven capabilities in using IT tooling to support project and portfolio management, as well as to improve processes.
- Demonstrable experience of working at senior level, including strategic planning across one or more complex organisational initiatives.
- Strong international experience, especially in working with European matrix organizations.
- Capability and fluency in working with both academic and industry partners.

Additional skills

- Efficient project and program management in complex organizations
- Proactively identify operational issues and solve problems through process simplification, including choice of appropriate IT tools.
- Define efficient, transparent, and user-friendly processes and get stakeholders' buy in to follow standardized processes.
- Customer orientation and ability to build trusted relationships both with partners and internal teams
- Very well-developed communication, management, and negotiation skills.
- Passion about operational excellence and able to solve complex issues in collaboration with multi-functional teams, including contracting third parties.
- Results- and process-orientation
- Proactiveness, constantly seeking to improve the organisation with novel ideas and solutions.



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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:

- Relevant Master's degree or equivalent work experience.
- English level of at least C1.

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

Experience

- Candidates must have acquired at least five (5) years of relevant professional experience in a position with similar duties

JOB AND CONTRACT TYPE

Full-time and of unlimited duration.

LOCATION

- Main work location is EIT Urban Mobility Headquarters in Barcelona, Spain. Relocation expenses will not be reimbursed

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.



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- Position requires certain level of travel to Innovation Hubs, partners, and other stakeholders.

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 above criteria and encourage applications from women, ethnic minorities, and other underrepresented groups.

To apply for this position, please download the [application template](#) from EIT Urban Mobility website. Complete the four elements of the application:

- 1) Personal **contact details**;
- 2) An **essential criteria** checklist;
- 3) A **Cover Letter** demonstrating how you match the skills defined in the job description – examples should be given;
- 4) A **curriculum vitae**.

Follow the naming process detailed below:

- Format:** Save your completed application form in **one single file** in either PDF or Word format.
- File name:** Name the file according to the model “*EITUM_HoPMO_last name_first name*”. For example, Joanna Smith would name the file, *EITUM_HoPMO_Smith_Joanna*.
- Email title:** The subject field should read “*Head of PMO_Application HR30-2020*”.
- Send to:** Send your completed application to: recruitment@eiturbanmobility.eu

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Data Protection Disclaimer

Your personal data will be handled with utmost care by the EIT KIC URBAN MOBILITY, S.L. or its subsidiaries, as responsible. The aim for collecting this data is for the recruitment of the offered positions. We will process your personal data following your consent made by applying to such job offer.

This will allow us:

- *to enable you to submit your CV to apply for specific jobs.*
- *to match your details with the job vacancies and to eventually contact you;*



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- to retain your details and notify you about future job opportunities similar to the specific role for which you have contacted us;
- to answer your enquiries.

Please note that your details may be shared with external parties supporting in the selection and review process. However, data will not be shared beyond these parties. We will keep your personal data only for as long as necessary.

Should you have any questions about Data Protection or you want to exercise your rights (access, correction, erasure, object or restrict processing, data portability, and any other relevant right), please email



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