

Application deadline: 6 July 2020




# Programme Assistant

## 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.

	<i>We create systemic solutions that will <b>move more people around the city more efficiently and free up public space.</b></i>
	<i>We bring all <b>key players in urban mobility together</b> to avoid fragmentation and achieve more.</i>
	<i>We engage <b>cities and citizens from the word go</b>, giving them the opportunity to become true agents of change.</i>

In order to support the vision of creating more liveable urban spaces, EIT Urban Mobility is opening a call for applications for Programme Assistant to be located in the EIT Urban Mobility Hub in Barcelona.



## MAIN DUTIES AND RESPONSIBILITIES

Reporting to the Chief Operations Officer (COO), the Head of Programme Management Office and the Programme Officer/s, the **Programme Assistant** is responsible for supporting the Programme Officer/s and the IT Manager in technical and administrative tasks linked to the implementation, monitoring and reporting of a portfolio of activities of the respective Business Plans financed by the EIT, partnership management activities and development of related partner and grant IT systems .

### This includes:

- Support the Programme Officer/s in:
  - Ensuring proper preparation, monitoring and reporting of EIT Urban Mobility portfolio of activities, including management of budget, portfolio of activities data and activities performance data.
  - Ensuring Partnership Management, engaging as needed with Partners and third parties for support and clarification on EIT grant cycle and corresponding administrative processes.
  - Management of the EIT Urban Mobility Partnership and monitoring data related to engagement, use of grant, etc. Ensure registration of partners and third parties in the EIT UM systems.
  - Management of the entry and exist members process to EIT UM Association, registration of members to the platform, and maintenance of the members data base.
  - Supporting on launching, promoting, monitoring, and managing of calls for proposals process (from ideation, matchmaking, publication), calls for tenders (from preparation, publication), ad hoc grants, etc. related to the programmes.
  - Supporting on the preparation of the evaluation phase of the calls, the analyse and present the evaluation results.
  - Support the agreement preparation with Activity Leaders and grant agreement with beneficiaries.
  - Support monitoring the implementation of Activities, providing data analysis, ensuring timely monitoring, and reporting on overall progress, budget, and performance matters.
- Support the IT Manager 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.
  - Support in the operationalization and management of the IT systems, tools, and work instruments.



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- General operations support:
  - 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
  - Organise and maintain the data collected to support future strategic decisions.

## KEY SKILLS AND EXPERIENCE

### PROGRAMME ASSISTANT

#### Skills Requirements:

- Committed to operational excellence by supporting implementation and use of tools or processes that maintain quality service by establishing and enforcing organization standards
- 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.
- Driven and passionate in fast-paced organization and capable of driving change management in a structured and process-driven fashion.
- Very well-developed communication skills.
- Independent and results-oriented, able to grasp organization goals and strategies, and deliver technical solutions.
- 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 state<sup>1</sup>;
- enjoy their full rights as citizens<sup>2</sup>;
- have fulfilled any obligations imposed by national laws concerning military service; and,
- meet the character requirements for the duties involved.

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

<sup>2</sup> 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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## Education

- A level of education which corresponds to completed university studies of at least Bachelor's degree or equivalent professional experience.
- Written and spoken English (C1). Fluent Spanish is an asset.

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

## Essential qualifications

- At least one year of work experience in project management, or similar role. Experience in EU / Horizon 2020 projects is an asset.
- Demonstrable Project Management skills (PMP, etc) is a plus.
- Proven solid skills and experience in using IT systems and tools for projects, programmes and/or community management.
- Excellent MS Office knowledge, in particular with Excel.

## 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).
- No relocation expenses are assigned to the **Programme Assistant** functions.

## 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.



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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 **eligibility** checklist;
- 3) A **Cover Letter** demonstrating how you match key skills defined in the expertise areas (Innovation, Transport, Energy-Environment and Socioeconomic) – 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 “*EIT\_PA\_last name\_first name*”. For example, Joanna Smith would name the file, *EIT\_PA\_Smith\_Joanna*.
- Email title:** In the email subject title ensure you specify the preferred location. The subject field should read “Programme Assistant 037-2020”.
- Send to:** Send your completed application to: [recruitment@eiturbanmobility.eu](mailto:recruitment@eiturbanmobility.eu).

**Deadline for applications: 6 July 2020**

### Reserve list

An estimated pool of ten candidates will be constituted. The reserve list will be valid for 12 months. With the candidate’s approval, candidates included in the reserve list can be called upon the period of validity of the list.

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 by the EIT KIC URBAN MOBILITY, S.L. or its subsidiaries, as responsible. The aim of 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.



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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;
- 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 [recruitment@eiturbanmobility.eu](mailto:recruitment@eiturbanmobility.eu).

