

Application deadline: 15 December 2020

Project Officer (call for proposal life cycle management/EU mechanism) – Temporary contract of 12 months

Temporary Contract of 12 months

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.

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

In order to support the vision of creating more liveable urban spaces, EIT Urban Mobility is opening a call for a Project Officer, for a 12 months employment contract, to work in the largest portfolio in EIT Urban



Mobility – Innovation department. This is a temporary role to support the team during the phase of consolidation of the department due to the rapid growth of the activity. The team is responsible for the continuing development of innovation portfolio, monitoring programmes driving excellence and providing quality support and service to our innovation partners. The temporary role to work on this project is envisioned for 12 months. The innovation team has five Innovation Officers located in hubs across Europe and three staff in the headquarters.

MAIN DUTIES AND RESPONSIBILITIES

The team members report to the Innovation Director for day-to-day line management and strategic direction. The primary focus will be to support the team during the temporary phase of growth of the department by ensuring the smooth running of the innovation programme and delivering a world-class innovation portfolio impacting quality of European urban life.

General Responsibilities include:

- Staff innovation calls through proposal lifecycle.
- Responsibility for tracking and monitoring innovation projects within your expertise area.
- Complete documentation and ensure compliance with EU Regulations and EIT operations.
- Liaising with national and regional innovation programmes
- Write thematic reports and topical pieces to drive awareness and outreach.
- Facilitate discussions, design and run workshops.

KEY SKILLS AND EXPERIENCE

- 3 years of experience in the sector of Project or program management
- Experience in the field of Mobility is a plus
- 2 years of experience with EU funding mechanisms and schemes
- Expertise in urban mobility and a track record of innovation leadership
- Demonstrable experience in programme monitoring and reporting
- Business analysis experience in managing portfolios, impact and ROI
- Developed knowledge of ICT – general office suites and additional SW tools an advantage
- Experience of working in urban mobility and transport planning



ELIGIBILITY

General Conditions:

By the closing date of this call candidates must:

- Written and spoken English (C1) and one additional relevant Hub community language;
- be a national of an EU Member State or have a working permit to work in the country where the jobholder is hired;
- enjoy their full rights as citizens;
- have fulfilled any obligations imposed by national laws concerning military service; and,
- meet the character requirements for the duties involved.

JOB AND CONTRACT TYPE

Full-time and temporary contract of an estimated duration of 12 months.

LOCATION

- The employee will be based in Barcelona, Spain
- Limited travel is expected
- No relocation expenses are assigned for this role

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**.

Job reference: HR045-2020



EIT Urban Mobility is supported by the EIT,
a body of the European Union

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_IO_ last name_ first name*”. For example, Joanna Smith would name the file, *EIT_IO_Smith_Joanna*.
- Email title:** The subject field should read “*Innovation Officer. HR045-2020*”.
- Send to:** Send your completed application to: recruitment@eiturbanmobility.eu.

Deadline for Applications: 15 December 2020

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.

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.

Job reference: HR045-2020



EIT Urban Mobility is supported by the EIT,
a body of the European Union