

Application deadline: 1 April 2021

Regional Innovation Scheme (RIS) Officer

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 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>



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In order to support the vision of creating more liveable urban spaces, EIT Urban Mobility is opening a call for applications for 3 Regional Innovation Scheme (RIS) Officers. EIT Regional Innovation Scheme (EIT RIS) is a structured outreach scheme of EIT Urban Mobility.

EIT RIS is designed to disseminate knowledge, know-how, good practices and lessons learnt emerging from the EIT Urban Mobility's activities, as well as to widen participation in its activities. EIT RIS is designed as a two-way interaction scheme.

EIT RIS focuses on countries with limited or no participation in the EIT Urban Mobility, where innovation capacity is moderate or modest and which otherwise would not be able to benefit from the experience gained by EIT Urban Mobility ¹.

The RIS team will be responsible for the continuing development of RIS community and portfolio, monitoring programmes, driving excellence and providing quality support and service to our RIS partners.

MAIN DUTIES AND RESPONSIBILITIES

The **Regional Innovation Scheme (RIS) Officer** reports to the RIS Director for day-to-day line management and strategic direction. The primary focus is to ensure the smooth running of the RIS programme and building a strong community in the RIS countries impacting quality of European urban life.

This includes the following tasks:

- Implementation of the RIS Strategy.
- Develop programmes and reports for more efficient support of the local urban mobility innovation in RIS countries.
- Raise awareness for EIT Urban Mobility activities in the RIS countries.
- Liaising with national and regional mobility and innovation programmes, and local start-up ecosystems in the RIS countries.
- Establish and ensure strong relationships with stakeholders in RIS countries, stimulating their active participation in all EIT Urban Mobility activities.
- Organise and strengthen the local knowledge triangle to create an active local EIT Urban Mobility community in the RIS countries.

¹ The RIS focus countries of EIT Urban Mobility are EU member states (Bulgaria, Croatia, Cyprus, Estonia, Greece, Hungary, South-Italy, Latvia, Lithuania, Malta, Poland, Portugal, Slovakia, Slovenia, Romania) and Horizon Europe associated countries (Albania, Armenia, Bosnia and Herzegovina, Faroe Islands, Republic of North Macedonia, Georgia, Moldova, Montenegro, Serbia, Turkey, Ukraine)



- Business Plan preparation and implementation control for the RIS budget and KPIs.
- Staff RIS calls through proposal lifecycle and implementation.
- Responsibility for tracking and monitoring RIS projects.
- Administration of the program implementation.
- Complete documentation and ensure compliance with EU Regulations and EIT operations.
- Support local EIT Urban Mobility Hubs in implementation of their activities.
- Set-up and maintain thematic “communities of interest” within EIT Urban Mobility RIS.
- Facilitate discussions, design and run workshops.
- Develop and implement EIT Urban Mobility’s cross-KIC RIS activities.
- Support EIT executives staying up to date on the latest developments in the innovation ecosystem of the RIS countries.

KEY SKILLS AND EXPERIENCE

- Expertise in urban mobility and related fields or in network and community building
- Experience in project management.
- Track record of innovation management or EIT RIS management or EU program management in RIS countries.
- Demonstrable experience in programme monitoring and reporting.
- Good knowledge of innovation support system and the transport development program of some RIS countries.
- Good negotiation skills, capable of troubleshooting and managing negotiation processes.
- User knowledge of general office ICT and tools.
- A track record of developing, writing, and maintaining policy, programme and process guidance.
- Experience in business development, exploiting funding opportunities and/or marketing and promoting.
- Experience in knowledge triangle integration (cooperation of industry-research-education) is an advantage.

ELIGIBILITY

General Conditions:

By the closing date of this call candidates must:

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- be a national of an EU Member State or an EFTA state²; Or have a work permit to work in one of our offices locations in Europe.
- enjoy their full rights as citizens³;
- have fulfilled any obligations imposed by national laws concerning military service; and,
- meet the character requirements for the duties involved.

Essential qualifications:

- Sector Experience: 3 years of experience in the sector of Innovation management or EIT RIS management or EU program management in RIS countries or community management in the field of Mobility.
- Operational Experience: 2 years of experience with EU funding mechanisms and schemes.
- In your application kindly highlight your qualifications and experiences matching one or more of the below fields:
 - Community management
 - Innovation management
 - Start-up development and support

Education

- Completed Business or Engineering Masters' degree or three years of equivalent professional experience⁴. For candidates with experience in community building competences, candidates with related social science's degree are welcome.
- Written and spoken English (C1) and one additional relevant Hub community language of RIS countries is a strong advantage.

JOB AND CONTRACT TYPE

Permanent and Full-time position.

² EFTA countries are Norway, Iceland and Liechtenstein as defined by as defined in Article 2 of the EEA agreement.

³ Prior to the appointment, the successful candidate will be asked to provide a certificate of good conduct, confirming the absence of any criminal record.

⁴ Only qualifications issued by an EU Member State authorities and qualifications recognised as equivalent by the relevant EU Member State authorities will be accepted.



LOCATION

- The RIS officers can be employed either in the EIT Urban Mobility main office in Barcelona or in Hungary. Also in one of our Hubs (Munich, Prague, Copenhagen, Helmond). Please specify in which location(s) you are ready to work.
- Frequent travel to different RIS countries is part of the job.
- No relocation expenses are assigned for RIS team roles.

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 “*last name_first name - EIT_RIS*”. For example, Joanna Smith would name the file, *Smith_Joanna EIT_RIS_*.
- Email title:** The subject field should read “*RIS Officer. HR046-2021*”.
- Send to:** Send your completed application to: recruitment@eiturbanmobility.eu.

Deadline for Applications: 1 April 2021

Data Protection Disclaimer

Your personal data will be processed with utmost care by the EIT KIC URBAN MOBILITY, S.L. or its subsidiaries.

The said processing will allow us to manage the recruitment of the offered positions, and more specifically:

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- 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.

You can exercise your data protection rights, writing to recruitment@eiturbanmobility.eu.

You may find further information in the full GDPR Compliance privacy note for applicants available [here](#).

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