




Application deadline: 17 June 2021

# Programme 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 <i>move more people around the city more efficiently and free up public space.</i></p>
	<p>We bring all <i>key players in urban mobility together</i> to avoid fragmentation and achieve more.</p>
	<p>We engage <i>cities and citizens from the word go</i>, 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 **Programme Officer** to be located in the EIT Urban Mobility Headquarters in Barcelona.

## MAIN DUTIES AND RESPONSIBILITIES

Reporting to the Head of Programme Management Office, the Programme Officer is responsible for supporting partners and the management team in the compliant implementation, monitoring and reporting of a portfolio of activities of the respective Business Plans financed by the EIT.



This includes the following tasks:

- 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 the coordination, facilitation, and quality control of 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.
- Monitor the implementation of Activities, 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, working 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.
- 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 and legal manager.
- 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 organization 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 seven (7) years of experience in the progress monitoring and reporting of Horizon 2020 or of any EU programmes / projects.
- Proven experience of project portfolio management and project/programme operations. Demonstrable Project Management skills (PMP, etc) is a plus.
- Experience in similar position in any EIT KIC is desirable and considered an outstanding asset.
- 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.
- 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.

### Skills Requirements

- Experience in working with academy, industry and city partners.
- 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.
- Very well-developed communication and management 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> ; or have a work permit to work in in Spain.
- enjoy their full rights as citizens<sup>2</sup> ;
- meet the character requirements for the duties involved.

### Education

- a level of education which corresponds to completed university studies of at least Master degree or seven years or equivalent professional experience.
- written and spoken English (C1). Fluent Spanish is an asset.

## JOB AND CONTRACT TYPE

- Permanent Spanish employment contract (Full-time).

## LOCATION

- Employee will be based in Barcelona (Spain).
- Moderate travel is expected (5-8 times per year).
- No relocation expenses are assigned.
- Possibility to homework up to 2 days a week.

## 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 **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 “*first name\_last name - EITUM\_Programme Officer*”. For example, Joanna Smith would name the file, *Joanna\_Smith EITUM\_Programme Officer*.
- Email title:** The subject field should read “EITUM Programme Officer. HR054-2021”.
- Send to:** Send your completed application to: [recruitment@eiturbanmobility.eu](mailto:recruitment@eiturbanmobility.eu).

**Deadline for Applications: 17 June 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:

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

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

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