




Application deadline: 11 August 2021

# Programme Assistant (Innovation)

## 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.

	<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>

## MAIN DUTIES AND RESPONSIBILITIES

The **Programme Assistant** will report to the Innovation Director.

This includes the following tasks:

- Ensuring proper preparation, monitoring and reporting innovation portfolio of activities, specifically in relation to external business/research outreach
- Provide Partnership Management, engaging as needed with Partners and third parties for support and clarification on external grant/funding opportunities and their corresponding administrative processes.

Funded by the  
European Union



- Process orientated while capable of managing ambiguity.
- Design and manage events for small niche working groups related to bid development.
- Supporting on launching, promoting, monitoring, and managing of new small calls for proposals for start-ups or early-stage SME
- Participate and support the Hubs in their promotion and matching for external funding and actions.
- Capacity to read and summarise significant amounts of written data on diverse subjects.
- Create background or position documentation and draft content for EIT sections on external proposals.
- Supporting on the preparation of the evaluation phase of the calls, the analyse and present the evaluation results.
- Attend bid consortia meeting and deputise for AIG Challenge Area Leaders when necessary.
- Support monitoring the implementation of AIG activities, providing data analysis, ensuring timely monitoring, and reporting on overall progress, budget, and performance matters.
- Monitoring data related to staff effort and opportunity cost of engagement on external support/bid action , use of grant, etc.
- Support the HQ management of the IT systems, tools, data management and work instruments.
- Support the implementation of processes including use of IT tools, that help innovation team deliver for our partners.
- Track our management of Action Impact Group bid activities.
- Organise and maintain the data collected to support informed decisions for developing better partner programmes/processes.

## KEY SKILLS & EXPERIENCE

- At least 2 years of experience in innovation environment and areas such as urban policy/design/smart city
- Experience from working in a multi-national multi-cultural environment, a European perspective is considered a plus.
- Versatile in teamwork on all organizational levels and experience from working in a matrix organization.
- Motivation to work in fast-moving, innovative, and sometimes ambiguous environments.
- Team player who can work independently.
- Organized and structured, pro-active and hands-on.

## 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

- Completed Master's Degree in Urban or Mobilty Planning<sup>3</sup>.
- Written and spoken English (C1) and one additional European language is an advantage.

## JOB AND CONTRACT TYPE

Full-time and unlimited duration.

## LOCATION

- Barcelona in our headquarters.
- No relocation expenses are assigned.

## 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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<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.

<sup>3</sup> Only qualifications issued by an EU Member State authorities and qualifications recognised as equivalent by the relevant EU Member State authorities will be accepted.

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\_EU Programme Assistant (Innovation)*”. For example, Joanna Smith would name the file, *Joanna\_Smith EITUM\_EU Programme Assistant (Innovation)*.
- Email title:** The subject field should read “Programme Assistant (Innovation). HR063-2021”.
- Send to:** Send your completed application to: [recruitment@eiturbanmobility.eu](mailto:recruitment@eiturbanmobility.eu).

## Deadline for Applications: 11 August 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](#).