

Application deadline: 10 November 2021

Business Controlling Manager (BC)

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 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 applications for a Business Controlling Manager for Business Creation. The Business Controlling Manager will be responsible for measuring, coordinating and reporting the impact of Business Creation activities, plus the strategic development of the Thematic Area in line with EIT Urban Mobility’s medium- and long-term goals.

MAIN DUTIES AND RESPONSIBILITIES

The **Business Controlling Manager – Business Creation** will report directly to the Business Creation Director. The Business Controlling Manager supports the Business Creation Director regarding the coordination and

monitoring, quality assurance and reporting of EIT Urban Mobility Business Creation's activities. This includes but is not limited to the following tasks and responsibilities:

- Support the Business Creation Director in strategic and operational planning to achieve set impact goals
- Monitor, follow up and engage in quality assurance of Business Creation activities, KPIs, outputs and deliverables
- Supervise the financial sustainability strategy of Business Creation
- Drive initiatives to increase efficiency across Business Creation activities
- Provide strategic and operational support for the yearly business plan creation, including preparation, launch and implementation of call process, execution of and reporting on Business Plan and activities
- Manage Business Creation planning and risk management processes
- Explore and establish Business Creation outreach to new startup ecosystems, e.g. Africa or India
- Coordinate and interface with EIT Urban Mobility's central Programme Management Office and Operations
- General administrative support of the Business Creation team

KEY SKILLS AND EXPERIENCE:

Experience

- More than 2 years of experience in Business Controlling and/or Programme management
- Experience in working in an international, multi-stakeholder environment
- Experience in setting up operational processes and routines to follow up progress on a programme level
- Experience in following up and reporting business controlling activities in a complex setting
- Experience from EU funded multinational programmes, or similar type of programmes

Skills

- Strong skills in selecting, implementing and using digital tools to improve operational
- Well-developed communication skills
- Structured and Service-oriented personality
- Pro-active and self-starter attitude
- Independent worker but team player

ELIGIBILITY

General conditions

- Be a national of an EU Member State or an EFTA state¹; Or have a work permit to work in Spain.
- Enjoy their full rights as citizens²;
- Meet the character requirements for the duties involved.

Education

- Bachelor's degree in Business Administration or equivalent³.
- Written and spoken English (C1) and one additional relevant Hub community language.

JOB AND CONTRACT TYPE

Permanent and Full-time position.

LOCATION

- Barcelona, Stockholm, or any Innovation Hub in Copenhagen, Helmond, Munich or Prague;
- Some travel is expected.
- 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.

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

² Prior to the appointment, the successful candidate will be asked to provide a certificate of good conduct, confirming the absence of any criminal record.

³ 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 "*EITUM_first name_last name*". For example, Joanna Smith would name the file, *EITUM_Joanna_Smith*.
Email title: The subject field should read "*Business Controlling Manager. HR75-2021*".
Send to: Send your completed application to: recruitment@eiturbanmobility.eu.

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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.

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