

Application deadline: 21 October 2021

EU Project Delivery Officer (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 move more people around the city more efficiently and free up public space.</i>
	<i>We bring all key players in urban mobility together to avoid fragmentation and achieve more.</i>
	<i>We engage cities and citizens from the word go, giving them the opportunity to become true agents of change.</i>

MAIN DUTIES AND RESPONSIBILITIES

The **Project Officer** will report to the Innovation Director. The primary focus will be to lead EIT UM actions in relation to delivery on externally awarded projects. As EIT Urban Mobility continues to attract external funding beyond the EU Block Grant, we need to respond by setting up a separate Action and Impact Delivery (AID) team. This team will ensure all contractual obligations of awards are met with quality content on time and on budget. This specific role is one of the first functions set up in the AID.

The primary focus will be to lead EIT UM representative for one year with option to extend. Coordination & engagement of stakeholders, cities and industry partners.

This includes the following tasks:

- Coordinate work of others in cross functional team.
- Design marketing communications and stakeholder marketing plans.
- Manage deliverables, milestones and reporting presentation skills and speaking capacity.
- Relationship building, networking skills.
- Stakeholder management and community maintenance.
- External relations and communications.
- Work with niche stakeholder community and vulnerable groups (elderly, disabled, youth, etc.)
- Write content and make accessible technical, operational innovation content to wider public.
- Assess need for new programmes based on the city needs/gaps
- Facilitation of workshop skills

KEY SKILLS & EXPERIENCE

- Experience with EU project management (Horizon clusters, Interreg, CEF, etc.)
- Experience in digital/video marketing strategies for multi-stakeholder projects.
- Work to timelines and financial reporting.
- Experience from working in a multi-national multi-cultural environment, a European perspective is considered a plus.
- Versatile in teamwork on all organisational levels and experience from working in a matrix organization.
- Facilitation and advocacy skills. At ease in interaction on senior management level.
- Motivation to work in fast-moving, innovative, and sometimes ambiguous environments.
- Team player who can work independently.
- Organised 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 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

- Completed Master's Degree (essential) / PhD (preferred) in Mobility & Transport/ Urban Planning/ Climate Change (or similar)³.
- Written and spoken English (C1) and one additional European language is an advantage.

JOB AND CONTRACT TYPE

Spanish temporary contract of one year. Immediate start.

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.

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 Project Delivery Officer*”. For example, Joanna Smith would name the file, *Joanna_Smith EITUM_EU Project Delivery Officer_*.
- Email title:** The subject field should read “EU Project Delivery Officer. HR071-2021”.
- 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](#).