




Application deadline: 4 May 2022

HR Internship

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

The **HR Intern** will report to the HR Officer and will provide support to the HR department on the following tasks:

- Support the coordination of the recruitment processes (sourcing of candidate, drafting job description with a gender-neutral language, preparing the interviews based on our internal recruitment policy...).
- Support in the drafting of new HR policies based on best practices and legal compliance.
- Support in the creation of an internal HR homepage for onboarding and the creating of a career homepage for applicants.

- Support the coordination of training sessions and manage the satisfaction survey evaluation of trainings.
- Support in tasks related to occupational risk prevention.
- Participate in organizing small events and activities to improve employee's engagement.
- Participate in the digitalization of HR tools.
- Do research on HR best practices around diversity, gender balance and people engagement.

KEY SKILLS AND EXPERIENCE

We put a high value on your individual qualities and we are looking for someone who strives for making a difference together with other people.

Experience and Key skills

- Motivation to work in a fast-moving, innovative and multicultural environments.
- Team player who can work independently.
- Organized and structured, pro-active and hands-on.
- A positive and 'can-do' mindset.

Education:

- Bachelors' degree.
- Advanced level in English (minimum C1 level): oral and written communication skills. Spanish and other European languages is a plus.

ELIGIBILITY

General Conditions:

By the closing date of this call candidates must:

- be a national of an EU Member State or have a working permit valid to work in Spain;
- enjoy their full rights as citizens;
- meet the character requirements for the duties involved.

JOB AND CONTRACT TYPE

- Conveio / Contrato de prácticas (until end of the year). Full time.
- Gross monthly salary: 1450 €

LOCATION

- The work location will be Barcelona at Torre Glories.
- Possibility to home-work 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.

- To apply for this internship, please send a full application form consisting of a letter of motivation highlighting how your skills or experience matches the internship requirements and a current curriculum vitae to internship@eiturbanmobility.eu. **Please send the letter of motivation and the curriculum vitae in a unique PDF document.**
- Save the files as "HR Internship - First Name Last Name" *in PDF format*.
- Subject of the email: HR Internship

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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](#).