

Application deadline: 4 May 2022

# RIS Officer

## BACKGROUND

EIT Urban Mobility, an initiative by the European Institute of Innovation and Technology (EIT), acts to accelerate change on making urban spaces more liveable. Since 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.

	<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>

In order to support the vision of creating more liveable urban spaces, EIT Urban Mobility is opening a call for applications for a Regional Innovation Scheme (RIS) Officer to manage the RIS hubs of EIT Urban Mobility.

EIT Regional Innovation Scheme (EIT RIS) is a structured outreach scheme of EIT Urban Mobility. EIT RIS is designed to disseminate knowledge, know-how, good practices and lessons learnt emerging from the EIT Urban Mobility’s activities, as well as to widen participation in its activities. EIT RIS is designed as a two-way interaction scheme.

EIT RIS focuses on countries with limited or no participation in the EIT Urban Mobility, where innovation capacity is moderate or modest and which otherwise would not be able to benefit from the experience gained by EIT Urban Mobility.

The applicant as part of the RIS team will be responsible for the continuing development of RIS hub community and portfolio, monitoring programmes, driving excellence and providing quality support and service to our RIS partners. EIT Urban mobility has now 12 RIS hubs and a team of two officers will manage this community.

More information to the RIS you can find on <https://www.eiturbanmobility.eu/ris/>

## ABOUT THE JOB

The **RIS Officer** will report to the RIS Manager for day-to-day line management and strategic direction. The primary focus will be to ensure the smooth running of the RIS hubs and building a strong community in the RIS countries impacting quality of European urban life.

The job requires a lot of different things of which a few important ones are:

- Implementation of the EIT Urban Mobility RIS Strategy and administration of program implementation.
- Develop and manage the RIS hub workplan and prepare reports and suggestions for more efficient support to the local urban mobility innovation in RIS countries.
- Raise awareness for EIT Urban Mobility activities in the RIS countries.
- Liaising with national and regional mobility and innovation programs and local start-up ecosystems in the RIS countries.
- Establish and ensure strong relationships with stakeholders in RIS countries, stimulating their active participation in EIT Urban Mobility activities.
- Organise and strengthen the local knowledge triangle to create an active local EIT Urban Mobility community in the RIS countries.
- Business Plan preparation and implementation control for the RIS budget and KPIs.
- Run and control RIS calls through proposal lifecycle and implementation.
- Responsibility for tracking and monitoring RIS projects.
- Complete documentation and ensure compliance with EU Regulations and EIT operations.
- Support local EIT Urban Mobility Hubs in implementation of their activities.
- Set-up and maintain thematic “communities of interest” within EIT Urban Mobility RIS
- Facilitate discussions, design and run workshops.
- Develop and implement EIT Urban Mobility’s cross-KIC RIS activities.
- Support EIT executives staying up to date on the latest developments in the innovation ecosystem of the RIS countries.

### Contract and location:

The position can be based either in Barcelona, Budapest, Prague, Copenhagen or Munich.

Contract type: **permanent and full-time position**, with possibility to homework several days a week.

No relocation expenses are assigned.

## THE PERSON WE ARE LOOKING FOR

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.

We also want you to have:

- 3 years of experience in the sector of Innovation management or EIT RIS management or EU program management in RIS countries or community management preferable in the field of Mobility.
- 2 years of experience with EU funding mechanisms and schemes.

Experience in the below would be considered as a plus:

- Expertise in urban mobility or/and in network and community building
- Track record of innovation management or EIT RIS management or EU program management in RIS countries
- Experience in programme monitoring and reporting.
- Track record of developing, writing and maintaining policies, programme and process guidance.
- Experience in EIT Urban Mobility knowledge triangle integration (cooperation of industry-research-education) is an advantage.
- Knowledge of innovation support system and transport development program of some RIS countries.
- Good negotiation skills, capable of troubleshooting and managing negotiation processes.

To be a fit for this role:

An ideal candidate will strive to generate positive environmental and social impact in line with EIT Urban Mobility's mission. We are looking for individuals with a "can do" attitude, who are passionate about disseminating knowledge, know-how, good practices and lessons learnt.

## 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, Hungary, Czech Republic, Denmark or Germany. In your application, you have to specify in which location(s) you prefer to work.

- enjoy their full rights as citizens;
- meet the character requirements for the duties involved.

## EDUCATION

- Completed Business or Engineering Masters' degree or three years of equivalent professional experience<sup>1</sup>. In case of the community building competences also candidates with related social science's degree are welcome.
- Written and spoken English (C1) and the knowledge of language(s) of RIS countries is a strong advantage.

## OUR OFFER

- Permanent and Full-time position.
- No relocation expenses are assigned.
- Frequent travel to different RIS countries is part of the job.
- 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.

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 PDF format.

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<sup>1</sup> Only qualifications issued by an EU Member State authorities and qualifications recognized as equivalent by the relevant EU Member State authorities will be accepted

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 “*RIS Officer. HR092-2022*”.

Send to: Send your completed application to: [recruitment@eiturbanmobility.eu](mailto:recruitment@eiturbanmobility.eu).

## Deadline for Applications: 4 May 2022

### 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](#).