

Application deadline: 22 August 2022
**We will process applications as they are received*

Project Manager IH North (9 months temporary contract)

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 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>

Innovation Hub North aims to engage all relevant stakeholders in the field of urban mobility situated in **Sweden, Denmark, Finland, Norway and the Baltics**. Cities are at the core of all EIT Urban Mobility activities. They define the challenges for many of the EIT Urban Mobility calls for projects to enhance innovation in urban mobility and act as test beds and living labs for project and pilots. Our partner cities share best practices, replicate and upscale solutions. Besides cities, our stakeholder engagement focuses on SMEs in our programs.

ABOUT THE JOB

The **Project Manager** will be based in **Copenhagen** and will report directly to the Head off Innovation Hub North. The principal role of this position will be to manage the Innovation Hub projects in the region, managing and coordinating external funding project for EIT Urban Mobility.

Main tasks and responsibilities include:

- Manage and coordinate grants
- Manage internal and external communication of the project including SoMe, internal communication
- Project management: planning, implementing, reporting, managing risks
- Regular reporting on the progress of the activities, the fulfilment of the deadlines, the production of output, issuance of the deliverables and the consumption of resources.
- Supporting in all the financial and project reporting activities related to this project, with the support of the Head off Innovation, the Finance Department, and the Project Management Office (PMO).
- Organising local events and managing stakeholder relations
- All other tasks as required by Project Lead
- Creation of internal and external presentations to report to Head off Innovation Hub, Project Sponsor and Steering Committee.

The position is based in **Copenhagen (Denmark)**.

Temporary and full-time position (9 months contract).

Some travel is expected.

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.

The ideal candidate would have:

- Work experience of at least 5 years in project management
- Citizen engagement and/or public realm
- Experience in working with local and/or regional authorities
- Experience in managing grants and reporting including financial management
- Have excellent communication skills
- Have both good analytical and project management skills
- Be a team player
- Be highly committed
- Enjoy collaborating across departments in a matrix organization

Experience in the below would be considered as a plus:

- Experience in public calls at local, regional, national, European and international level (identification of grants and funding opportunities, building up consortiums with different kinds of stakeholders, drafting and submitting proposals.
- Knowledge in working with academic, industry and / or city partners;
- Experience with EIT KICs and EU-programs
- Experience working with international projects

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 network and project management.

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 Denmark;
- 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.
- Excellent written and spoken English & Danish (corresponding to at least C1 level). Additional Nordic language(s) a plus (e.g. Finnish, Norwegian)

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 PDF file** format.
- File name:** Name the file according to the model “*first name_last name – EITUM_job position*”.
For example, Joanna Smith would name the file, *Joanna_Smith - EITUM_Project Manager*”.
- Email title:** The subject field should read “Project Manager. HR111-2022”.
- 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](#).