




Application deadline: 14 August 2022

Special Interest Groups (SIG) Officer (13 months temporary contract)

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>

Activities are carried out by partner institutions that are allocated to five Innovation Hubs. The objective of the Innovation Hubs is to ensure effective knowledge and activity management, to create a vibrant innovation ecosystem, to establish strong relations with the most relevant urban mobility stakeholders and to connect regional, national, and European initiatives in the field. Innovation Hubs coordinate various activities that provide values to EIT Urban Mobility partners, such as exclusive community events for networking, matchmaking, knowledge sharing and thought leadership as well as the so-called Special Interest Groups (SIGs).

Special Interest Groups (SIGs) address new mobility transitions, boost impact by breaking up silos and foster connections between key players in the ecosystem. SIGs are strategic groups on current key topics in the mobility sector, composed of relevant entities in the field, to facilitate connections, build an international network, and share best practices.

ABOUT THE JOB

The new position of the **Special Interest Group Officer** will be based in **Munich, Germany** and work closely with the Business Development Manager of the Future Mobility Factory also based in Munich, with the Ecosystem and Stakeholder Director based in Barcelona as well as with all other relevant departments across the organisation. In addition, he/she will support the Innovation Hub Director in Munich with tasks related to management of the Innovation hub Central partnership. He/She will be positioned in a matrix structure and report to both the Ecosystem and Stakeholder Manager and the Innovation Hub Central Director.

The Innovation Hub Central team is based in the new Munich Urban Colab where startups, corporate innovators, scientists and creatives from diverse sectors and disciplines are working together under one roof on intelligent technologies and services for smart city solutions.

Tasks and responsibilities amongst others:

- Support Innovation Hubs and the Ecosystem and Stakeholder Manager in operational planning of the Special Interest Groups (SIGs);
- Monitor SIGs activities and provide operational support to EIT UM partners;
- Design and execute workshops on SIG topics;
- Facilitate knowledge exchange and peer-learning between various stakeholders and EIT UM partners;
- Project management including general administrative tasks;

In addition, the new position will support the Innovation Hub Central Director with Managing the Innovation Hub Central partnership and in particular:

- Support with partner review meeting
- Research on existing stakeholders within the geography of Innovation Hub Central;
- Feed the CRM tool with relevant information;

The position is based in **Munich (Germany)**.

Temporary and full-time position (13 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:

- 1 year experience minimum in urban mobility related fields
- Previous experience in working either with academic, industry and / or city partners;
- Proven international work experience;
- Strong IT literacy - Expert in Office 365 (Microsoft Teams, Excel, Microsoft Forms, etc);
- Ability to identify opportunities and areas for improvement;
- Ability to work effectively in a fast-paced environment, with strategic and analytical skills;
- Capacity to work on physical and virtual events, activities and communication;
- Proven capability to meet deadlines;
- Distinct team player;
- Hands-on and proactive mentality.

Experience in the below would be considered as a plus:

- Experience with EIT Knowledge and Innovation Communities is an asset;

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

Education:

- A level of education which corresponds to completed Business, Engineering or similar Masters' degree or three years of equivalent professional experience.
- Written and spoken English (C1) and one additional relevant community language is advantage.

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_job position*". For example, Joanna Smith would name the file, *Joanna_Smith - EITUM_Junior Special Interest Groups (SIG) Officer*".
- Email title:** The subject field should read "Special Interest Group (SIG) Officer – IH Central. HR110-2022".
- Send to:** Send your completed application to: recruitment@eiturbanmobility.eu.

Deadline for Applications: 14 August 2022

¹ Only qualifications issued by an EU Member State authorities and qualifications recognised as equivalent by the relevant EU Member State authorities will be accepted.

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](#).