




Application deadline: 3 November 2022

# City Development Officer IH Central (Limited 12 month 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 <b>move 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>

Activities are carried out by partner institutions that are allocated to five Innovation Hubs. The objective of the Innovation Hubs is to create a vibrant innovation eco-system, ensuring effective knowledge and activity management and prominent regional visibility. The Innovation Hubs coordinate local and regional activities of EIT Urban Mobility and the network with the core partners and other parties involved in their Innovation Hub

region. The five Innovation Hubs work closely together to achieve the goals and mission of the EIT Urban Mobility.

## ABOUT THE JOB

The **City Development Officer (IH Central)** will be based in **Munich** and support the Innovation Hub Director in managing the Innovation Hub Central partnership **with a focus on the management of cities**.

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

Innovation Hub Central aims to engage all relevant stakeholders in the field of urban mobility situated in the countries covered by our geography. Several key cities, universities, industries and SMEs are already member of our community. We are growing quickly and strive to have a good representation of all the key sectors that have an impact on urban mobility. Our goal is to form an excellence community working together to solve the mobility challenges facing our cities. Cities are at the core of all EIT Urban Mobility activities. They define the challenges for many of the EIT Urban Mobility calls 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, the engagement of SMEs in our programs will be another focus of the stakeholder engagement

The position holder will work in a matrix structure together with the Director and the team of the City Club to define overall strategies and processes to reach out, onboard and keep cities engaged across all five Innovation Hubs. Collaboration with all central service based in the headquarter in Barcelona will also be required.

- Analyse and identify opportunities and areas for strategic partnership development, with special focus on regional and local authorities
- Reach out to partner cities and analyze their specific challenges and needs
- Support our key cities with monitoring and reporting of the projects they are engaged in
- Support the communication and dissemination of project results
- Support cities with campaigns to sensitize citizens
- Plan and organize thematic events together with the Events and Communication Officer
- Participate in and engage with Innovation Hub Central and EIT activities and events.
- Support the matchmaking and ideating of cities with other suitable institutions, companies, SMEs and start-ups.
- Scout for suitable partners for cities from other sectors
- Act as an intermediary between the partners of the Innovation Hub and the EIT Urban Mobility headquarter in Barcelona in organizational, procedural and administrative matters;
- Coordinate and participate in cross-KIC activities;
- Collaborate closely with the City Club team to define best practice processes

The position will be based in **Munich**.

The job is a **temporary (12 months) and full-time position**.

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.

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.

### The ideal candidate:

- 2 years of experience in international project and / or events management
- 2 years of experience with EU funding mechanisms and schemes.
- Strong customer focus;
- Excellent communication and management skills;
- Proven international work experience;
- Capability, ability and fluency in working with cities;
- Capacity to work on physical and virtual events, activities, communication and animation of the Hub network;
- Strong IT literacy - Expert in Office 365 (Microsoft Teams, Excel, Microsoft Forms, etc);
- Proven capability to meet deadlines;
- Proven capability in large event organization for different types of stakeholders;
- Distinct Team player
- Stress-resistant, hands-on and proactive mentality.

### Experience in the below would be considered as a plus:

- Knowledge in the mobility sector) is considered an advantage;

- Experience with managing EU funding schemes is a must, experience with EIT KICs is considered an advantage;

## 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;

## EDUCATION

- Completed Business, Social Science or Engineering Masters' degree or three years of equivalent professional experience<sup>1</sup>.
- Excellent written and spoken English and German (corresponding to at least C1 level). Additional relevant Hub community language a plus.

## 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 ethnic minorities, and other underrepresented groups.

To apply for this position, please download the [application template](#) from the 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:

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

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 "*EITUM\_first name\_last name*". For example, Joanna Smith would name the file, *EITUM\_Joanna\_Smith*.  
Email title: The subject field should read "*City Development Officer. HR122-2022*".  
Send to: Send your completed application to: [recruitment@eiturbanmobility.eu](mailto:recruitment@eiturbanmobility.eu).

## Deadline for Applications: 3 November 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](#).