

Application deadline: 12 December 2022

EIT Community 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 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>

ABOUT THE JOB

The **EIT Community Officer** will report to the EIT Community Manager for day-to-day line management and strategic execution. EIT Urban Mobility is part of a network of 9 Knowledge and Innovation Communities (KICs) addressing societal challenges such as Climate Change (EIT Climate-KIC), sustainable food ecosystem (EIT Food) or digitalization (EIT Digital). As EIT Community Officer you would facilitate and drive those projects in collaborations between the different KICs. Your main focus would be on the work packages of Circular Economy and New European Bauhaus, which aims to build a more sustainable, inclusive and beautiful regions/cities.

Main tasks and responsibilities include:

- Drive the execution/lead the monitoring and reporting of the respective activities within both work packages: Circular Economy and New European Bauhaus.

- Manage the annual innovation Open Call process in cooperation with the HQ Operations Team. That would include: creation of call manual, monitoring of the call responses, monitoring of the evaluation and communication of results.
- Conduct one-to-one reviews with key industry/city/academics on their innovation portfolio, issues and needs.
- Coordinate best practise exchange within the projects.
- Create effective messaging on the EIT community projects to ensure more effective dissemination.
- Joint organisation and participation in high level events.

The position is based in **Budapest, Hungary**.

It is a part-time position (30hours a week) with a possibility to homework.

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 candidate should be comfortable in working in a matrixed organisation.

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 bringing citizens at the centre to drive change in urban environment.

[The ideal candidate would have:](#)

- 5 years of experience in the sector of environmental management, civil engineering and/ or urban mobility.
- 2 years of experience in managing H2020 or Horizon Europe proposals.
- Track record of technical assessment and evaluation of european proposals.
- Experience of monitoring and reporting on international projects.
- Analytical capacity to research, read and precis complex ideas into simple understandable prose.
- Strong communication and presentation skills.
- Capability to build relationships of trust and work in a matrixed work place.

Experience in the below would be considered as a plus:

- Evidenced capacity to execute on defined strategy and deliver on timelines.
- Experience working with other KICs or relevant European Institutions
- Credentials in working with international academic, industry and city partners.
- Detailed knowledge across work areas: logistics, energy, environment, citizen engagement, and /or urban planning.

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

EDUCATION

- A level of education completed in a Masters Degree in environmental engineering or science, civil engineering, architecture, urban design or any other degree associated with sustainable urban development.
- Written and spoken English (C1), any other European language is 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.

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.
- 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 “*EIT Community Officer. HR132-2023*”.
- 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](#).