

Application deadline: 24 January 2023

# AIG Programme Assistant (Innovation)

## 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>

## ABOUT THE JOB

The Action and Impact Groups (AIG) support EIT UM partners identify and access non-EIT funding opportunities for research and innovation activities in the field of mobility e.g. Horizon Europe, Digital Europe.

The **AIG programme assistant** will report to the **AIG manager**. The AIG programme assistant will provide technical and administrative support to the implementation, monitoring, management and reporting of a portfolio of European funded projects in which EIT Urban Mobility contributes as a partner.

Main tasks and responsibilities include:

- Monthly tracking of the resources spent in the implementation of the different AIG projects
  - Updating and monitoring time writing of project implementation

- Prepare analytics on the resources spent per person, per activity, per project
  - Alignment with EIT UM operations to prepare the reporting of the projects
- Update the forecasts of the resources needed in the implementation of the different AIG projects and control that there is no over/less-spending.
- Keep the AIG Customer Relationship Management (CRM) updated:
  - follow-up and exploit Expressions of Interest received from partners,
  - update and exploit the list of contacts interested in the AIG programme,
  - update the status of bids being developed
  - update the status of projects in implementation,
  - provide support in the implementation of a project management app,
  - provide support in the visualisation of the AIG programme's impact (budget secured for the EIT-UM and for its partners, RIS partners involved, partners involved by HUB, etc)
- Provide support to the AIG Manager in the development of functional presentations to the Funding Board and to the AIG team.
- Organise team meetings (presentations, agendas, minutes)
- Provide support to the AIG team in the implementation of some project-related tasks (occasionally).

The position is based in **Barcelona**..

**Permanent and full time position**, with possibility to homework up to 2 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.

The ideal candidate would have:

- At least 1 year experience in smart cities, urban mobility, sustainable urban logistics or related industries
- Motivation to work in a fast-moving, innovative, multicultural and sometimes ambiguous environments.
- Team player who can work independently.
- Organised and structured, pro-active and hands-on.
- A positive and 'can-do' mindset.

Experience in the below would be considered as a plus:

- Professional experience in an international environment
- Knowledge of MS Excel and MS Teams
- Project management

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 urban mobility and the challenges the sector is currently facing.

## 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.
- enjoy their full rights as citizens;

## EDUCATION

- Degree in Project Management, International Relations, Urban Mobility, Urban Planning, Business, Finance or related field.
- 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 “*AIG Programme Assistant. HR140-2023*”.  
Send to: Send your completed application to: [recruitment@eiturbanmobility.eu](mailto: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](mailto:recruitment@eiturbanmobility.eu).

You may find further information in the full GDPR Compliance privacy note for applicants available [here](#).