

*Innovation Communities are designed as pan-European partnerships that bring together business, research centres and universities with the aim to tackle major societal challenges in areas with high innovation potential. To find out more, please visit [www.eit.europa.eu](http://www.eit.europa.eu)*

*The European Institute of Innovation and Technology (EIT) recently launched the building of the Innovation Community Manufacturing. EIT Manufacturing's mission is to bring European manufacturing actors together in innovation ecosystems that add unique value to European products, processes, services – and inspire the creation of globally competitive and sustainable manufacturing. [www.eitmanufacturing.eu](http://www.eitmanufacturing.eu)*

*EIT Manufacturing now invites applications for the position of*

## Education Project Assistant

Full-time position

### About Education

EIT Manufacturing is managing a portfolio of education and training projects, developed and executed by consortia of partner organizations. The projects aim at developing a present and future skilled workforce through education, re-skilling, and up-skilling people of all ages, genders, and origins. These activities will ensure that required competences for future manufacturing are available. The project portfolio incorporate hands-on activities related to e.g. workplace learning; practice-oriented training in learning and teaching factories; and innovative digital education solutions. EIT Manufacturing is also engaged in raising public awareness on the importance and opportunities of the European manufacturing sector, to attract and involve the best and diverse entrepreneurial talents.

It is crucial that our education portfolio is monitored, supported and steered towards the strategic objectives of our community.

### About the position

The position will contribute to ensure the effective execution of the projects, the achievements of the objectives, results and KPIs. More specifically, the position encompasses education projects monitoring, supporting the partners in the project execution and reporting.

### Key Accountabilities

- Day-to-day responsibilities for project monitoring and management.
- Regularly monitor the progress of the KPIs, the quality of the deliverables, collaborate with the partners to identify corrective actions and foster high impact activities
- Propose improvements in the workplan to foster better results and impact.
- Contribute to the elaboration of all the projects' related documents (performance and cost reports, workplan and budget amendments KPIs, etc.).
- Coordinate with the Education Director, Education Program Manager, and with the Education Team, to facilitate, drive and deliver integration efforts and strategies

- Share learning, best practices, sustainability models, support partners in achieving agreed deliverables and outputs
- Contribute to the organization of dissemination events, involving the education activities.

#### **Qualifications**

- Academic degree in Industrial or Management Engineering on Masters level and/or equivalent professional experience/qualification in project management

#### **Skills and expertise:**

- Project management and monitoring
- Experience in manufacturing is a plus
- Experience in using online platforms and IT-tools is a plus
- Fluency in English
- Excellent written and verbal communication skills
- Very good organisation and coordination skills, including attention to detail and multi-tasking
- Very good command of Microsoft Office
- An open and positive attitude to working in a constantly changing environment

#### **What we offer:**

- Start-up mindset, fast and flat processes, straight internal communication, low hierarchies and freedom to operate
- Familiar atmosphere within a dynamic team at modern and well-located office facilities
- Our working language is English

#### **Location**

The role location will be at EIT Manufacturing Asbl in Paris, Saclay. Remote working will be considered.

#### **Reporting**

The Education Project Assistant will report to the Director of Education.

#### **Equal opportunities**

EIT Manufacturing values diversity and applies a policy of equal opportunities welcoming applications without discrimination on any grounds. Candidates considering that their interests have been prejudiced in the selection process by a particular decision may request a review of, or launch an appeal against the decision adversely affecting them.

### **Selection Committee**

A Selection Committee will be appointed to carry out the evaluation of applications submitted. Please note that the Selection Committee's internal proceedings are strictly confidential.

### **Protection of personal data**

Candidates' personal data are processed as required by Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation). For more information, please check the privacy statement on recruitment available [Privacy Notice](#).

### **Application**

A complete application should consist of **(i)** a full curriculum vitae, **(ii)** a covering letter describing briefly how you meet the criteria outlined and your vision for the role and **(iii)** be sent via e-mail to: [HR.edu@eitmanufacturing.eu](mailto:HR.edu@eitmanufacturing.eu) with subject "EIT Manufacturing Education Project Assistant".

The application should be written in **English** and please note that only complete applications will be evaluated.

Closing date is **September 30, 2022**.

For further information, please contact [hr.edu@eitmanufacturing.eu](mailto:hr.edu@eitmanufacturing.eu)

**Participate in this exciting journey and send us your application now!**