

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

The European Institute of Innovation and Technology (EIT) recently launched the creation 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

EIT Manufacturing now invites applications for the position of

European Project Manager (ZOOM project) and Financial Officer

Full-time position at EIT Manufacturing in Co-location Center South (Milan, Italy)

About EIT Manufacturing

EIT Manufacturing is an Innovation Community of the EIT (European Institute of Innovation and Technology) that connects the leading manufacturing actors in Europe. Fueled by a strong interdisciplinary and trusted system has regional innovation centers located in Paris, Darmstadt, Gothenburg, San Sebastian, Vienna and Milan. In particular, the CLC (Co-Location Centre) South based in Milan is an integral part of EIT Manufacturing governance and acts as connection point with local ecosystems. It initiates, hosts, and implements the various activities of EIT Manufacturing and provides a platform for discussion and elaboration of innovative ideas. The CLC South identifies and builds new possibilities to further substantiate EIT Manufacturing's long-term sustainability and is actively involved in helping to secure funding for Innovation, Education and Business Creation activities. The CLC South also identifies and exploits promising opportunities for cross-CLC activities

About the position

The ZOOM project (Horizon Europe) aims to raise awareness on the importance of IP (Intellectual Property) generation and management in collaborative innovation ecosystems which rely on three key assets, namely: software, hardware and data. Within the project, EIT Manufacturing will embed the training materials and toolkit in their programs for education, innovation and business creation and enlarge their offer for the community.

The position is about managing and implementing the activities of EIT Manufacturing South in the ZOOM project in coordination with the Project Leader, support in general the activities of EIT Manufacturing South regarding this topic, and follow throughout the project development.

In addition, you are contributing to scouting of EU funding opportunities and coordination of grant applications. The position holder is involved in the proposal phase coordination, including networking activity, partners' scouting and writing. You already have a proven track record of developing new research grant proposals in a technical discipline.

You will also provide support regarding financial aspects (e.g. budget planning/control) and in the reporting of EU and national funded projects for EIT Manufacturing CLC South legal entity. You have past experience in accounting, financial reporting and with audits regarding EU programmes (e.g. H2020).

Key Accountabilities

- Responsible for the coordination, implementation and project management of European-funded projects for the Co-Location Center (CLC), i.e:
 - Project kick-off, scope of work and definition of responsibilities/tasks
 - Coordination of project activities with relevant Consortium Partners
 - Budget planning / cost control
 - KPI definition and monitoring
 - Procurement and admin tasks related to the funded project
 - Continuous and final reporting
 - Promote project results within the EIT Manufacturing network and facilitate technology transfer and exchange of best practices
 - Support the implementation of communication and dissemination activities
- Reporting on the activities performed within the CLC (e.g. end of year reports)
- Support fundraising activities for accessing EU/national/local public funding sources
- Create and manage collaborative consortia definition for new proposals
- Budget planning and control
- Project cost reporting and support in the periodic EC progress reports preparation and management
- Prepare relevant documentation for internal or external audits

Qualifications

- Bachelor/Master degree - preferably in Economics, Business or Engineering
- Knowledge of European funded programs (e.g. Horizon Europe) and the corresponding financial regulations
- Previous experience in the manufacturing sector (e.g. Industry 4.0) and IP (Intellectual Property) is a plus
- Fluent in English language; proficiency in Italian is a plus
- Good writing skills in English
- Excellent knowledge of Microsoft Office tools (e.g. Excel)

Skills and expertise:

- Proven track record in project management, preferably in the context of EU projects
- Knowledge of the functioning of the European Union and its programmes
- Fundraising experience with national / EU programmes (e.g. Horizon Europe)
- Experience in EU project management through the entire life cycle (opportunity scouting, consortium building, proposal writing, project execution and closure)
- Sense of ownership with proven record of delivering results
- Strong organisational skills, respecting timelines and deadlines
- Proven ability for connecting with people - great networking skills.

- Combining strong communication and listening skills

What we offer:

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

Location

The main role location will be at EIT Manufacturing CLC (Co-location Center) South, in Milan (Italy) or other CLC local offices with the possibility of traveling for meetings or events taking place across the European Union.

Reporting

The Project Manager will report to the CLC South Managing Director.

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

Applicants' personal data are processed as required by Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (Official Journal of the European Communities, L 8 of 12 January 2001). This applies in particular to the confidentiality and security of such data".

Application

A complete application should consist of **(i)** a full Curriculum Vitae, **(ii)** a Cover Letter describing briefly how you meet the criteria outlined and your vision for the role to be sent via e-mail to: hr@eitmanufacturing.eu with the subject "EIT Manufacturing South – Project Manager (ZOOM)".

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

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

For further information, please contact hr@eitmanufacturing.eu



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