

EIT 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 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

EIT Manufacturing now invites applications for the position of

EIT Community Project Officer (HEI) – EIT Manufacturing

1-year CDD position at EIT Manufacturing

About the position:

As EIT Community Project Officer you will be responsible for monitoring the successful execution of projects under the umbrella of EIT Community supported initiatives. The role of the EIT Community Project Officer combines typical project management with administrative and reporting tasks. As EIT Community Project Officer you may be assigned to work on any of our exciting initiatives, such as Higher Education Initiative (HEI) Capacity Building Initiative (CBI) (HEI Initiative) or other EIT Community projects under the EduCluster.

The projects assigned will be determined by the director in charge of EIT Communities within EIT Manufacturing ASBL, and the daily work will be done under the supervision of the Education Program Manager, EIT Communities.

Missions and key Accountabilities:

- Day-to-day responsibilities for project monitoring and management.
- Communicate regularly with the consortia of the supported projects.
- Detect deviations and collaborate with the partners to mitigate the risks and identify corrective actions.
- 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 EIT Communities Program Manager and other stakeholders to identify potential synergies between your supported projects and other EIT Community initiatives or the EIT Manufacturing portfolio of activities.

Qualifications:

- A master's degree or equivalent in Project Management, European Affairs, International Affairs, Higher Education Management, Higher Education Development or equivalent
- Project/ Programme Management
- Excellent command of IT tools (Office, Excel, Outlook, web collaborative tools),
- Fluent in English, additional European languages are a plus.

Skills:

- You are passionate, goal oriented.
- You master Excel/spreadsheets.
- You have high organizational skills.
- You have high communication and listening skills.
- You have an open and positive attitude to connecting with a variety of co-workers.
- You enjoy working in diverse multinational teams.
- You have a strong sense of ownership with proven records of delivering results.
- You are respect timelines and deadlines.
- You are proactive, independent, and trustworthy.
- You show a can-do attitude, and you are willing and eager to learn.

We offer:

- A 1-year CDD with possibility of renewal
- fast processes, straight internal communication, and freedom to operate.
- friendly collaborative atmosphere within a dynamic team
- modern and well-located office facilities
- experience in a pan-European, multi-dimensional organization,

Location

The role may be based within France (HQ), Germany, Sweden, Austria, Italy, Greece, or Spain with possible travel to European locations. Remote work can be considered.

Equal opportunities

EIT Manufacturing values diversity and applies policies of equal opportunities. We welcome applications without discrimination, on any grounds. Candidates considering their interests having been prejudiced by a decision in a selection process 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. Shortlisted candidates may be invited for an interview at EIT Manufacturing with the IC South Managing Director, responsible of Strategic Projects and Education Manager. Candidates may be asked to provide proof of qualifications, background, skills, and experiences by providing relevant documents.

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 Cover Letter describing briefly how you meet the criteria outlined and your vision for the role.

The application should be sent via e-mail to: hr.edu@eitmanufacturing.eu with subject header "EIT Community Project Officer (HEI)".

The application should be written in **English**. Only complete applications will be evaluated.

Closing date is **02 May 2024**.

For further information, please contact: hr.edu@eitmanufacturing.eu

Please join us on this exciting journey. Send us your application now!