

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

Legal Officer – EIT Manufacturing Paris

Full-time employment at the EIT Manufacturing Headquarter in Paris Saclay

About the position

As our Legal Officer, the successful candidate will be reporting to the Head of Legal of the EIT Manufacturing Association and will work in a lot of different domains such as EU law, matters relating to Horizon Europe Regulation, Contract Law, Data Protection law and other legal areas.

Missions and key Accountabilities:

The Legal Officer will have tasks such as:

The tasks and responsibilities will in principle include the following areas:

1. Legal advice
Provide legal advice on various matters such as Horizon Europe and EIT Regulation, project matters, partnership contractual arrangements, association matters (loi 1901), data protection, governance, commercial activities etc.
1. Contract drafting and management
Draft and support negotiating contracts like MoUs, NDAs, partnership arrangements (funding or other agreements), Consortium Agreements etc.
Follow up on contract interpretation, implementation, performance and enforcement;
Assist EIT Manufacturing staff with issues in contract lifecycle;
Support in building and maintaining of an up-to date contractual and other legal commitments database.
2. Provide support for launching call for proposals (funded activities), such as reviewing legal aspects of call guidelines, advice on Conflict of Interest, prepare and review contracts for experts etc.
3. Assist the Head of Legal with preparation and maintaining documentation of the Association organs such as the Partner Assembly (launching written resolutions, minutes of the Partner Assembly etc.)
4. Assist the Head of Legal with drafting, maintaining and updating relevant policies (such as Anti-Fraud policy, Code of Conduct, privacy statements, terms and conditions etc.).

5. Procurement
Assist the legal team with procurement procedures (launching requests for proposals, contract drafting and negotiation with suppliers, follow-up of suppliers' contracts when needed (there is a specific person dedicated to procurement in the legal team). The procurement matters are managed by the Senior Legal and Procurement Officer.
6. Provide support for the implementation of any other task falling in the fields of responsibility of the Legal Team, as well as liaise with other departments, to ensure the execution of related corporate tasks, such as planning, reporting, administration, financial and budget management, risk management.

Qualifications:

- A master's degree (M2) and Bachelor's degree in law.
- At least 3-4 years of professional experience as a legal counsel or lawyer with tasks similar to the job description (contract drafting, legal advice, EU law...)
- Good command of IT tools (Office, etc.),
- Near native English language level (The Association's working language is English).

Skills:

- You have a legal analytical thinking and can provide legal solutions to complex issues.
- Excellent communication skills both orally and in writing
- You are proactive and trustworthy with a positive mindset.
- You show a can-do attitude and like challenges.
- You like working in a fast-paced environment.

Experience (plus):

- Experience in drafting contracts, providing legal advice on EU law, IP law, Procurement and/or Data protection in a multicultural setting.
- Experience with providing legal advice in relation to funding schemes such as Horizon Europe or other.
- Previous experience in Associations or EIT KICs
- Admittance to an EU Bar association
- Command of French language is desired as some of the work might be in French.

We offer:

- a full-time employment under French law
- a multicultural environment with a friendly atmosphere
- luncheon vouchers.
- Remote work possibility from the following countries: Belgium, Greece, Italy, Spain, Hungary, France, Portugal, Germany.

Location

The role location will be at EIT Manufacturing in Paris, France.

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 Head of Legal and HR. Candidates will 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 covering 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.hq@eitmanufacturing.eu .
with subject header "EIT Manufacturing Legal Officer Paris".

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

Closing date is **04 May 2024**.

For further information, please contact hr.hq@eitmanufacturing.eu .

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