

*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 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](http://www.eitmanufacturing.eu)*

*The pan-European EIT Manufacturing KIC is headquartered in Paris, France and its partnership brings together change makers in all relevant sectors and fields of manufacturing. EIT Manufacturing is well positioned to achieve the maximum impact on the challenges outlined in the EIT Manufacturing Strategic Agenda. The highly committed partnership will conceive, develop, evaluate and adopt new market-oriented approaches to innovation. It is structured around six Co-Location Centres (CLCs), i.e., in Vienna, Gothenburg, San Sebastian, Darmstadt, Milan and Athens. The six locations of the CLCs have been selected based on the capacity of the CLCs to leverage synergies and the potential to have a structural impact in the determined regions. The CLC Legal Entities will be owned by EIT Manufacturing ASBL a non-profit organization according to French law.*

*EIT Manufacturing now invites applications for the position of*

## Project Manager (EU & National programs)

Full-time position at EIT Manufacturing in Co-Location Center South East (Athens, Greece)

### About the position

EIT Manufacturing CLC South East is looking for a highly motivated and experienced Project Manager to manage and implement the activities of EIT Manufacturing South East in various European-funded projects in coordination with the respective Project Leaders. Will also support in general the activities of EIT Manufacturing South East regarding the above mentioned topic, and follow throughout each project's development.

In addition, you will be responsible for the scouting of EU funding opportunities and coordination of grant applications. You will also be involved in the proposal phase coordination, including networking activity, partners' scouting and writing. Key activity within this role, is to increase the participation of EIT Manufacturing's partners in EU programmes by advising and helping them. You will also provide support in the reporting of EU and national funded projects for EIT Manufacturing CLC South East legal entity.

The CLC South East is an integral part of the governance of EIT Manufacturing, a Knowledge and Innovation Community (KIC) and fosters connectivity with local ecosystems through the provision of physical spaces for interaction. It initiates, hosts and implements the various KIC's activities and provides a platform for discussion of innovative ideas. The CLC South East identifies and builds new possibilities to further substantiate the KIC's long-term sustainability and are actively involved in helping to secure funding for Innovation, Education and Business Creation activities. The CLC South East also identifies and exploits promising opportunities for cross-CLC activities.

## 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
  - 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
- Develop and Implement methodologies upskilling / reskilling the workforce for (re)manufacturing,
- Reporting on the activities performed within the CLC (e.g. end of year reports),
- Drive fundraising activities for accessing EU/national/local public funding sources,
- Create and manage collaborative consortia definition for new proposals,
- Participate in ad-hoc focus groups related to specific Innovation strategic thematic areas,
- 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 Engineering Science. University or professional education related to the manufacturing sector and/or to environmental sustainability/circular economy is a clear plus,
- At least three (3) years of experience in similar topics,
- Previous experience in implementing industry driven projects,
- Previous experience on managing publicly (EU & national) funded projects,
- Excellent English language proficiency in both verbal and written communication,
- Excellent knowledge of Microsoft Office tools,
- Previous experience in modern manufacturing technologies (e.g., Industry 4.0) is a plus,
- Previous experience on training/upskilling methods such as Teaching/Learning Factories is a plus.

## Skills and expertise:

- Proven track record in project management, preferably in the context of EU projects
- Knowledge on European funded programs (e.g. Horizon Europe) and the corresponding regulations,
- Knowledge on EIT Knowledge and Innovation Communities and on EIT Manufacturing is a plus,
- Fundraising experience with national / EU programmes (e.g. Horizon Europe),
- Experience in EU project management though 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 working language is English

**Location**

The main role location will be at EIT Manufacturing Co-location Center South East, in Athens (Greece) with the possibility of traveling for meetings or events taking place at the Headquarters or at the partners and other stakeholders' facilities and locations (EU).

**Reporting**

The Project Manager will report to the CLC South East 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**

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 and **(iii)** to be sent via e-mail to: [southeast@eitmanufacturing.eu](mailto:southeast@eitmanufacturing.eu) with the subject "EIT Manufacturing South East - Project Manager".

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

Closing date is **31 August 2023**

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

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