

About EIT Manufacturing:

EIT Manufacturing is an initiative of the European Institute of Innovation and Technology (EIT), a body of the European Union. To find out more, please visit www.eit.europa.eu

EIT Manufacturing is the leading pan-European community fostering innovation in manufacturing through a unique active ecosystem. With 170+ partners, EIT Manufacturing connects businesses, startups, academia and research institutions to make innovation happen. www.eitmanufacturing.eu

EIT Manufacturing now invites applications for the position of
Education Funded Project Junior Officer– EIT Manufacturing

Full-time position at the EIT Manufacturing Headquarter in Paris (Remote work possible)

About the position:

The Education Funded Project Officer at EIT Manufacturing ASBL will be part of our Growth4Impact department under the Call Program Management Team. Growth4Impact supports EIT Manufacturing's mission to boost sustainable and human centric innovation in the European manufacturing industry by promoting education and training, enhancing entrepreneurship and reducing the time to market of innovative solutions.

The Education Funded Project Officer will be in charge of monitoring and advising the Education funded projects assigned to her/him. Furthermore, she/he will support the Education Calls for proposal execution. The position reports directly to the Senior Manager of the Call Programme Management department.

Missions and key Accountabilities:

- Monitor Education funded projects assigned to her/him, supporting their execution and assessing their performance (Tasks, KPIs, Deliverables, Commercialisation, Budget consumption);

- For the assigned portfolio, liaise and interact with Business Owners to understand the business needs and propose the best approach to drive the innovative solution to success and grow the business during and after the project.
- For the assigned portfolio, negotiate Service Agreements with Business Owners and monitor the ROI from funded projects in close collaboration with the Business Controller.
- Support the launch of new Education Calls for Proposals, contributing to call preparation and proposal evaluation and supporting their promotion.

Qualifications and experience:

- Master's Degree, or equivalent, in Entrepreneurship, Business management, Innovation AND/OR STEM disciplines
- Project management certificates or professional training is a plus
- Good command of IT tools (MS Office, CRM, Web collaboration tools)
- Fluent in English. Proficiency in additional European languages is a plus.
- Experience in managing Education projects mainly related to the creation of Learning Programmes and/or to the development of training contents (minimum 2 years)
- Hands-on experience with digital learning platforms is a strong plus
- Professional knowledge of European Funding Programme (eg. Horizon Europe, Erasmus+, Marie-Curie)

Skills:

- Strong sense of ownership with proven record of delivering results
- Precision, while respect timelines and deadlines
- Enjoy working in a multinational organization
- Show proactiveness and a can-do attitude
- Willing and eager to learn

We offer:

- A full-time, unlimited duration employment contract under French labour law.
- Flexible hybrid working environment
- Diverse team with colleagues from all over the world
- Strong network across manufacturing, academia, and startups in Europe.
- Opportunities for career growth and continuous learning.
- Meaningful work with a focus on sustainable innovation.

Location:

While the EIT Manufacturing Headquarters is located in Paris (France), remote work can be considered from Belgium, Germany, Greece, Hungary, Italy, Portugal or Spain based on the profile of the successful candidate. In such a case, business travel should be expected for in-person meeting participation on a regular basis. Traveling for meetings or events taking place across Europe is also expected.

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. 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 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.g4i@eitmanufacturing.eu with subject header **EIT Manufacturing – Education Funded Project Officer**

The application should be written in **English**.

Only complete applications will be evaluated.

Closing date is 29 November 2024

For further information, please contact hr.g4i@eitmanufacturing.eu

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