

Application deadline: 29 November 2024

# EIT Community Officer (ECO) in Greece

EIT Manufacturing (European Institute of Innovation and Technology, EIT Manufacturing) is seeking to appoint an EIT Community Officer for Greece to coordinate and oversee the operations of the EIT Community RIS Hub between in 2025.

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

## ABOUT THE EIT REGIONAL INNOVATION SCHEME (EIT RIS)

Introduced in 2014, the EIT Regional Innovation Scheme (EIT RIS) is a new element of the EIT Community outreach strategy and the EIT's answer to encouraging wider participation in its innovation activities.

The EIT RIS is an outreach scheme that:

- increases the innovation capacity of the moderate and modest developed regions in Europe by innovation,
- supports the regions to benefit from the EIT Knowledge and Innovation Communities (KICs),
- supports the integration of business, higher education, and research institutions.

The EIT RIS is based on engagement between the KICs and selected partnerships from business, higher education, and research, as well as regional policymakers, public entities, and other stakeholders essential to spurring innovation in Europe. It capitalizes on the potential offered by Europe's regional diversity to make a lasting impact on innovation in Europe.

RIS countries are:

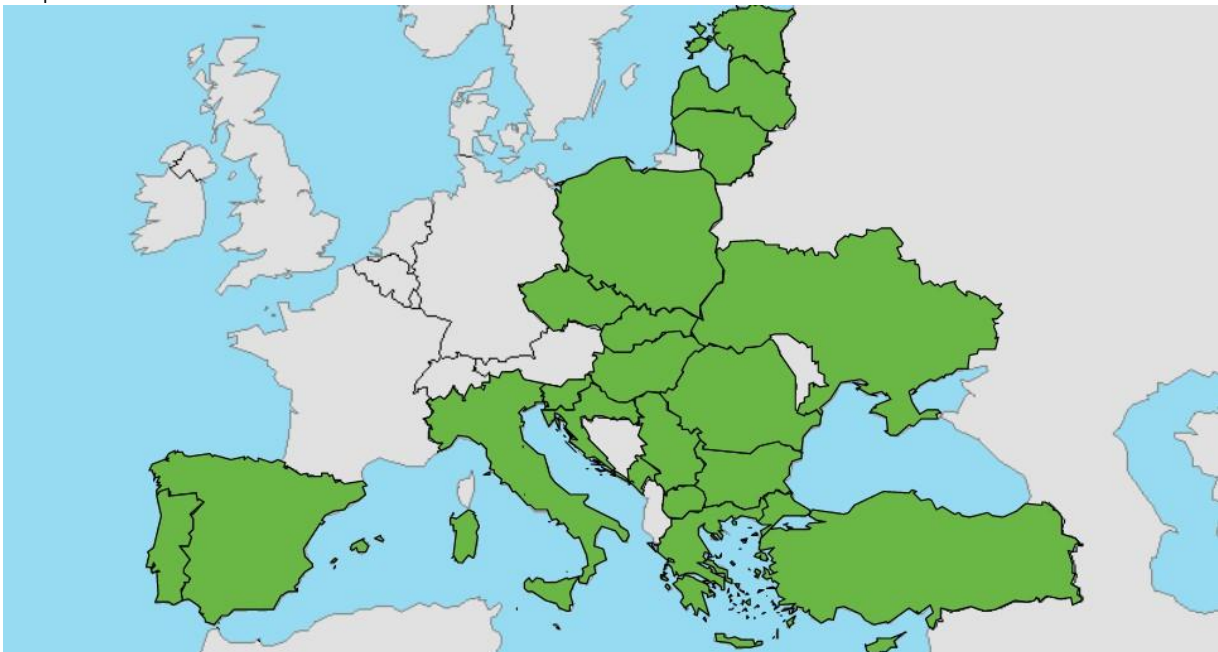
- **EU Member States:** Bulgaria, Croatia, Cyprus, Portugal, Estonia, Greece, Hungary, Italy, Latvia, Lithuania, Malta, Poland, Portugal, Slovakia, Slovenia, Spain, Romania.
- **EU outermost regions:** Azores, Canary Islands, French Guiana, Guadeloupe, Madeira, Martinique, Mayotte, Reunion Island and Saint-Martin.
- **Horizon Europe Associated Countries in Europe:** North Macedonia, Montenegro, Serbia, Türkiye, Ukraine.

## ABOUT EIT COMMUNITY RIS HUBS

The EIT Community is a group of 9 thematic communities set by the European Institute of Innovation and Technology (EIT) to boost innovation and entrepreneurship. The 9 communities: EIT Health, EIT InnoEnergy, EIT Climate, EIT Digital, EIT Raw Materials, EIT Food, EIT Manufacturing, and EIT Culture and Creativity.

All 9 Knowledge and Innovation Communities (KICs) are working together as one EIT Community to accomplish the EIT mission and to deploy EIT Community RIS Hubs in 22 European countries and the outermost regions of France, Spain, and Portugal. The EIT Community RIS Hubs aim is to provide local innovators with a unified source of information on all services and opportunities provided by the entire EIT Community, both locally and internationally. The EIT Community RIS Hubs will also serve as a centralised gateway, for local innovators, to all EIT KICs.

Map of RIS Countries 2021-2024:



\*More information about the EIT Regional Innovation Scheme (RIS):

[The EIT Regional Innovation Scheme \(RIS\): Closing the Innovation Divide in Europe | EIT \(europa.eu\)](https://www.europa.eu)

## MAIN DUTIES AND RESPONSIBILITIES

The role of the EIT Community Officer (ECO) encompasses three primary operational domains aimed at fostering collaboration, disseminating information, and enhancing the visibility of the EIT Community. Responsibilities include orchestrating various EIT Community awareness-raising events, facilitating participation in national events, managing information dissemination through multiple channels, and overseeing the upkeep of the EIT Community RIS Hub (CRH) website.

Additionally, the ECO is tasked with identifying opportunities for joint projects among EIT KICs, supporting the implementation of joint activities aligned with regional priorities, and serving as a central contact point for local stakeholders and KTI local actors. Furthermore, the ECO is entrusted with

maintaining records of EIT CRH members, nurturing relationships with EIT Community RIS Hub members, CLCs, and other KIC offices, establishing physical spaces for stakeholder engagement, and streamlining administrative processes to optimize operational efficiency.

The position includes the following tasks:

### **1. Events and Dissemination**

Lead the organization of shared EIT Community awareness-raising events, including a kick-off event of the EIT Community RIS Hub and a press release, among others.

- Maintain awareness of and respect other dissemination and scouting events organized by EIT Community members.
- Support the participation of EIT Community representatives in relevant national events.
- Design appropriate methods and tools for information sharing and coordination.
- Actively collect and disseminate information about KICs' funding opportunities, events, and initiatives organized or promoted by the KICs through applicable channels.
- Coordinate the collection and dissemination of funding opportunities and key events from national, regional, and third-party sources, other than those from the KIC, in collaboration with the local CLC colleagues.
- Manage and update the EIT Community RIS Hub website <https://eit-ris.eu>, in English and the national language, with information on EIT Community activities and opportunities, including dedicated sections for specific stakeholders.

### **2. Leading Role**

- Scout for and recommend opportunities to implement joint projects financed through EU/national/regional funds (including ESIF and IPA III).
- Actively scout for new potential partners and start-ups which can join the KICs' programmes, specifically for KICs not present in the country.
- Suggest and support the implementation of possible joint activities among EIT KICs aligned with relevant RIS priorities.
- Support updating of local country-specific roadmaps and assist with their implementation as required.
- Serve as a centralized contact gateway for local stakeholders to the EIT Community and refer them to relevant EIT KIC contacts.
- Engage with the Greek innovation community to facilitate their participation in signing a governance memorandum of understanding, ensuring seamless operation of the ECO role.

### **3. Supporting Role**

- Maintain records of EIT CRH members and involve them in the coordination of the EIT CRH governance through the signature of a MoU (Memorandum of Understanding).
- Develop a thorough understanding of the EIT model and stay updated with KIC activities.
- Establish good working relationships with EIT Community RIS Hub members and other KIC offices.
- Set up and brand a physical space for stakeholder access.
- Support a coordinated approach among EIT KICs' RIS Hubs towards national authorities.
- Establish efficient working methods to minimize administrative burden while supporting essential functions.
- Provide additional support to the EIT and KICs in navigating the local innovation landscape (EIT ecosystem mapping) and securing co-funding opportunities.
- Manage KPIs, deliverables, milestones, and reporting (technical and financial).

## KEY SKILLS

- Managerial skills to follow up on KPIs, deliverables, and financial reporting
- Proficiency in managing and procuring EU-financed projects.
- Presentation skills and public speaking capacity.
- Team player who can work independently.
- Organized and structured, proactive and hands-on.
- Level of seniority: at least 3 years of experience.

## OTHER VALUABLE SKILLS

- Understanding of EU Horizon Europe implementation rules, project delivery, and reporting.
- Experience of working in a multi-national, multi-cultural environment, with a European perspective being advantageous.
- Facilitation and advocacy skills.
- Motivation to work in fast-moving and innovative environments.
- Relationship building and networking skills.

## ELIGIBILITY

### General Conditions:

By the closing date of this call the Candidate must:

- be a national of an EU Member State or an EFTA state; Or have a work permit to work in Greece,
- reside within Greece,
- enjoy their full rights as citizens,
- possesses C1 level fluency in the Greek language,
- possesses C1 level fluency in English,
- meet the character requirements for the duties involved.

### Education:

- University or a related higher education degree in business, economics, health, law, political or social science, environmental studies, sustainability, or other innovation-related fields.

### Experience:

- Candidate has at least 3 years of professional experience in innovation, entrepreneurship, and/or European affairs as a project manager or key expert.
- Managed/worked as a key expert for at least 1 EU-financed project for at least one year.

## SPECIAL ELIGIBILITY CRITERIA

- Connection to and knowledge of the local innovation ecosystem, (Nr. of delivered projects for Innovation ecosystem development in the last 8 years).
- Knowledge of the EIT system, and collaboration experience with EIT/EIT KICs/RIS Hubs in the last 8 years.
- Experience with networking services. (events organized, studies, or other services provided for international networks) in the last 8 years.

## JOB AND CONTRACT TYPE

- Employment contract under the Greek law.
- Flexibility offered in contract options: full-time, or part-time for more experienced candidates.
- Remuneration according to skills and experience.

## LOCATION

The role location will be at EIT Manufacturing South East regional office, in Athens (Greece).

## APPLICATION PROCESS

EIT Manufacturing is an equal-opportunity employer and values diversity. To build a strong innovation community in Europe that works for everyone, it is vital that we have a diverse range of skills, knowledge, and experience in the sector. Therefore, we welcome applications from anyone who meets the above criteria and encourage applications from women, ethnic minorities, and other underrepresented groups.

To apply for this position, please, fill out the Application Template, Annex 2. Complete the four elements of the application:

1. Personal contact details;
2. A full curriculum vitae and
3. A Cover Letter demonstrating how you match the skills defined in the job description – with examples provided.

Please send your application via e-mail to:

[clcsoutheasthr@eitmanufacturing.eu](mailto:clcsoutheasthr@eitmanufacturing.eu) with subject "EIT Community Officer Greece *Applicant name*".

Deadline for Applications: 29 November 2024

## Further information

For further information please refer to the EIT Community RIS Hub Minimum Standards and Guiding Principles:

[ris\\_hubs\\_minimum\\_standards\\_and\\_guiding\\_principles\\_final\\_agreement.pdf \(europa.eu\)](#)

## Data Protection Disclaimer

Your data will be processed with the utmost care by EIT Manufacturing ASBL or its subsidiaries.

The processing will allow us to manage the recruitment of the offered position, and more specifically:

- to enable you to submit your CV to apply for specific jobs;
- to match your details with the job vacancies and to eventually contact you;
- to retain your details and notify you about future job opportunities similar to the specific role for which you have contacted us;
- to answer your inquiries.

You may find further information in the full GDPR Compliance privacy note for applicants available [Privacy Notice](#).

## Annex 1: List of tasks and responsibilities of the EIT Community Officer (ECO)

### General tasks:

- Establishing and overseeing the operations of the EIT Community RIS Hub in Greece.
- Set up a physical space for stakeholder access.
- Coordinating and maintaining connections with the EIT KICs, to ensure impartiality and prevent conflict of interest.
- Collaborating with EIT Community members, EIT Cross-KIC Strategic Regional Innovations (SRI) Cluster, and EIT Health InnoStars.
- Engaging in collaboration with the EIT National Contact Point for Greece.

### Special tasks:

#### I. *Community development*

- Scouting and introducing potential new EIT Community partners relevant to the KICs and EIT Community.
- Facilitating Cross-KIC matchmaking among active partners collaborating within the EIT Community.

#### II. *Start-ups scouting*

- Scouting and engaging start-ups and scale-ups in the EIT Community opportunities.

#### III. *Awareness raising*

- Organising and facilitating events, workshops, and meetings for the EIT KICs and EIT Community members.
- Organising external events for the national and regional authorities, participating, representing, and promoting the EIT Community.
- Collecting and disseminating the relevant national events to the EIT KICs, EIT Community members, and SRI Cluster.

#### IV. *General communication*

- Managing media mentions of the EIT KICs, and EIT Community in local publications, news, and news outlets.

#### V. *Funding opportunities*

- Collecting and communicating local funding opportunities to the EIT KICs, EIT Community Members, and EIT SRI Cluster to facilitate joint project implementations.
- Identifying external funding opportunities attracted from synergies/cooperations and contributing to the Financial Sustainability of the EIT Community Officer.