Job Vacancy at
Project Management Office
Two Managers

Creatives without borders

Innovation without limits

Culture & Creativity

Funded by the
European Union

ABOUT EIT CULTURE & CREATIVITY

EIT Knowledge and Innovation Communities are designed as pan-European partnerships that bring together business, research centres and universities with the aim to tackle global challenges Europe faces, e.g. in Climate, Raw Materials, Urban Mobility or Manufacturing. For more please visit www.eit.europa.eu. The European Institute of Innovation and Technology (EIT) designated EIT Culture & Creativity in 2022 to become the knowledge and innovation community for the Cultural and Creative Sectors and Industries (CCSI).

EIT Culture & Creativity's **mission** is to provide interventions to CCSI and sector-specific challenges in education, innovation and business creation and foster interdisciplinary and cross-sector collaboration. In this way, EIT Culture and Creativity unlocks the innovative potential of its fragmented ecosystem, contributing to Europe's triple transition and accelerating competitive and resilient cultural and creative entrepreneurship. We will focus on the following priority areas, each having its unique challenges and a need for intervention while representing a significant share of the EU CCSI workforce and revenue: Architecture, Audiovisual, Cultural Heritage, Gaming and Fashion.

To represent the diversity of the CCSI stakeholders, from profit to non-for-profit organizations, EIT Culture & Creativity (EIT CC) up a two-strand governance under German law: A non profit association (EIT CCSI e.V.) and a Limited Company (EIT Culture & Creativity GmbH), both legally registered in Cologne.

The EIT Culture & Creativity delivers its 7-year Strategic Agendas with the support of the EIT funding, however they are expected to become financially sustainable after the maximum funding time of 15 years, therefore the EIT CC defined a financial sustainability strategy to generate additional revenue from different income streams and shareholdings. For more please visit www.eit-culture- Creativity.eu.

SPECIFICATIONS OF THE PMO MANAGER POSITIONS

EIT Culture & Creativity is actively seeking **two** proficient and dynamic PMO Managers to enrich the PMO - Project Management Office. We seek individuals who can adeptly manage EIT Culture & Creativity activities and engage proficiently with teams leading EIT Culture & Creativity co-funded projects. The selected candidates will play a crucial role in coordinating business plans, managing calls for proposals, and optimizing the evaluation and implementation processes of our programs, with a particular emphasis on maintaining the utmost quality and adherence to EIT standards. The PMO Managers will be reporting to the PMO Lead.

RESPONSIBILITIES

1. **Activity Management:**

   - Oversee and manage EIT Culture & Creativity activities, ensuring they resonate with strategic objectives and support the KIC´s key performance indicators (KPIs).

   - Engage proactively with teams that are at the forefront of EIT Culture & Creativity-funded activities.

2. **Business Plan Coordination & Amendments:**

   - Coordinate and oversee the preparation of the biannual Business Plan, ensuring it aligns with the Strategic Agenda 2024 – 2027 of the EIT Culture & Creativity.

   - Coordinate the preparation and necessary amendments to the biannual Business Plan, ensuring comprehensive alignment with EIT Culture & Creativity's strategic agenda.

3. **Proposal Management:**

- Manage, launch, promote, and monitor calls for proposals and direct awards, assuring alignment with pertinent guidelines and standards.

- Prepare and manage the evaluation processes, participating actively in devising evaluation methods and documentation.

4. **Evaluation & Quality Assurance:**

- Coordinate, facilitate, and assure the quality of evaluation panels, managing and overseeing external evaluators and their adherence to evaluation processes and criteria.

5. **Implementation & Monitoring:**

- Monitor and control the reviews and reports related to the projects implemented by the KIC and assure compliance with contractual obligations, the EIT and the EC.

- Implement and standardize new processes for the PMO, including IT tools like the EIT CC Evaluation Tool and Netsuite.

6. **Data Management & Reporting:**

- Direct data analysis and information management activities to buttress portfolio management and communication, both internally and to stakeholders.

- Craft in-depth reports and briefings, delivering statistics on annual activity results and impactful insights.

7. **Communication:**

- Engage and communicate effectively with a diverse CCSI stakeholders, ensuring transparency and fostering collaborative environments.

REQUIREMENTS

- **Education:** A Bachelor's degree in Business Administration, International Studies, Public Administration, or a related field. A Master's degree and certifications in Project Management will be positively valued.

- **Experience:** Demonstrable experience in project and programme management, preferably but no mandatorily within the EIT and with a focus on managing research and innovation grants (specially from H2020 and/or HE or Creative Europe).

- **Technical Skills:** Advanced in employing IT tools and software for data analysis, information management, and project management. Comprehensive understanding of call for proposal mechanisms and evaluation processes.

- **Communication:** Exceptional communication, report-writing, and presentation skills. Proficiency in English is mandatory; knowledge of additional European languages is highly valued.

- **Analytical Abilities:** Robust ability to analyze data, draw meaningful insights, and inform strategic decision-making.

- **Interpersonal Skills:** Strong capability in building relationships with internal teams and external stakeholders, and in managing negotiations effectively.

- **Organizational Skills:** Ability to manage multiple projects and tasks, ensuring timely and successful delivery.

- **Adaptability:** Openness to innovate, adapt, and implement new processes and standards within the PMO.

- **Commitment to EIT Culture & Creativity:** A genuine enthusiasm for our initiatives and a passionate commitment to contributing to the expansion and success of the cultural and creative sectors in Europe.

WHAT WE OFFER

- a competitive payment between 60.000 and 75.000 Euro per year including a bonus based on overall performance and project specific performance with a yearly appraisal scheme.

- an employment contract with a probation period

- an opportunity to shape a company from the start as it is being built, straight internal communication, low hierarchies, and a European mission to work for.

- an energetic atmosphere with transparent structures and a dynamic and growing team

- modern and well-located office facilities

- Expected start as soon as possible, at the latest in July 2024.

LOCATION

The position is to be based in any of the countries where EIT CC has facilities, including: EIT CC HQ (Cologne), CLC North (Helsinki), CLC Northwest (Amsterdam), CLC South (Bologna), CLC Southwest (Barcelona), CLC Southeast & Alps (Vienna), and CLC East (Kosice).
Flexible and remote working conditions are negotiable according to the EIT Culture & Creativity standards for home office work (at least 3 days of work per week in the company office in Cologne, in the first year 4 days per week).

DIVERSITY & INCLUSION

EIT Culture & Creativity aspires to be an equitable and inclusive community. We nurture an open culture, where everyone is supported to fulfill their potential. We see inclusivity of talent as the basis of our success, and the diversity of perspectives and people as a highly valued outcome. EIT Culture & Creativity provides equal opportunities to all employees and applicants regardless of gender identity or expression, sexual orientation, religion, ethnicity, age, neurodiversity, functional impairment, citizenship, or any other aspect which makes them unique. We look forward to welcoming you to our community.

SELECTION PROCESS

A Selection Committee of experts will be appointed to carry out the evaluation of applications submitted.   Please note that the Selection Committee´s internal proceedings are strictly confidential for avoiding conflicts of interest. Shortlisted candidates are invited to virtual interviews in the first round and to a personal interview in the next round at EIT Culture & Creativity with the Selection Committee. Candidates may be asked to provide proof of qualifications, background, skills, and experiences by providing relevant documents.

Appeals to the decision of EIT CC selection committee can be filed according to the "EIT CC Hiring Appeal Process" as published on the EIT CC website.

PRIVACY NOTE

Data protection is secured according to the European General Data Protection Regulation GDPR (Directive 95/46/EC). The applications will be stored by EIT Culture & Creativity online, and will only be shared with individuals involved in the selection process. Applicants can be contacted by EIT CC and/or applications can be considered for other jobs at EIT Culture & Creativity as well as former and current job vacancies published by EIT Culture & Creativity.

CONFLICT OF INTEREST

In case of potential conflict of interest, the applicant as well as members of the Selection Committee are obliged to announce this circumstance immediately, latest at the beginning of the interview. The member of the Selection Committee affected must then abstain from interviewing and voting on the respective candidate.

HOW TO APPLY

To apply, please submit by no later than **10 May 2024, 01 pm CET** to hiring@eit-culture-creativity.eu the following documents/ information:

- Europass CV
- Motivational letter
- Earliest starting date

Format: Save your CV, Earliest starting date and salary expectation in one single file in PDF format.
File name: Name the file according to the model "EITCC_PMOM_first name_last name". For example, Maria Novak would name the file, EITCC_PMOM_Maria_Novak.
Mail title: The subject field should read "HR2024 - PMOM2024".

Tentative Timeline

Interviews:	13th to 17 May 2024
Start:	June 2024

Disclaimer: This document is subject to change. All changes will be documented and visible.

This is document version 1 dated 19 April 2024.