

Open position

Senior Procurement Manager





ABOUT EIT CULTURE & CREATIVITY

EIT Innovation Communities are designed as pan-European partnerships that bring together business, research centers 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) launched 2023 the building of the Innovation Community for the Cultural and Creative Sectors and Industries (CCSI), called EIT Culture & Creativity.

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 set up a two-strand governance under German law: A nonprofit association (EIT CCSI e.V.) and a Limited Company (EIT Culture & Creativity GmbH), both legally registered in Cologne.

EIT Culture and Creativity GmbH (EIT CC) is funded in the first years by grants of the EIT, while the EIT CCSI e.V. receives membership fees from its partners to provide, under German law tax exempt, services for the CCSI ecosystem. However, **EIT Culture & Creativity GmbH aims to become financially sustainable and independent from public grants or membership fees over the course of 15 years**. It develops in the mid-term a portfolio of income streams from services to business and organizations in the CCSI. In the long-term EIT Culture and Creativity GmbH aims to be financial sustainable by returns from investments and equity. It aims to build a portfolio of shareholdings of approx. 15 MEUR by 2027.

For more please visit www.eit-culture-creativity.eu.

EIT Culture & Creativity now invites applications for the position of:



HEAD OF PROCUREMENT

FULL-TIME POSITION AT EIT CULTURE & CREATIVITY

ABOUT THE POSITION

The EIT Culture and Creativity is seeking a Procurement Manager for its procurement processes including but not limited to all purchases, contractual hires, services from third parties. Reporting to the Head of Operation will be contributing to the effective implementation of the EIT's

annual budget planning by developing a procurement strategy and transposing it to the procurement plan. The Head of Procurement will provide advice to operational units, establish procurement procedures to the needs of the EIT Culture & Creativity and ensure that procurement procedures and contracts are legally sound.

The tasks of the Head of Procurement will include the following:

- Develop, coordinate, monitor and report on the implementation of the annual procurement plan.
- Develop, and provide advice on the preparation and drafting of tender documents (ex-ante verification) and contracts to ensure that the relevant legal provisions are respected.
- Coordinate and follow all steps of procurement procedures from the preparation of the procurement documents, including the publication, opening, evaluation, award, ex-post publication and replies to information requests.
- Manage the EIT's contracts implementation, the use of contract management tools as well as the update of the procurement files and its contents.
- Develop and update templates, guidelines and carry out training activities on procurement rules and procedures for the staff of the institute, maintain them as updated based on latest EU legislation in public procurement, case law and lessons learnt.
- Lead commercial negotiations in close collaboration with legal and operational units in EIT Culture & Creativity teams.
- Represent the EIT vis-à-vis its stakeholders, in particular contractors and vendors, in procurement and contract management aspects.

To succeed in this role, you must have a comprehensive understanding of EUR regulation, auditing procedures, financial sustainability and commitment to commercialization of EIT CC supported activities or organizations. Public procurement within the European Union is governed by Directive 2014/24/EU, while the legal basis for EIT procurement is laid down in the in the Financial Regulation applicable to the general budget of the European Union: <https://eit.europa.eu/opportunities/about-eu-public-procurement> All the EIT's procurement procedures must be consistent and coherence in the application of the rules and to guarantee that the principles of transparency, proportionality, equal treatment and non-discrimination are complied with.



You should be committed to building a learning organization, a highly effective communicator and team player, possess strong problem-solving and decision-making abilities, and be focused on generating leads and closing deals.

As a senior management position at the EIT Culture and Creativity, this is an opportunity to make an impact for competitiveness, entrepreneurship, and responsible growth in Europe!

MANAGEMENT & LEADERSHIP RESPONSIBILITIES

- Through leading the procurement department, you will play a crucial role in:
 - creating a procurement strategy
 - establishing a procurement department
 - developing processes and launching for RFPs/RFIs, and manage and evaluate the responses from external parties
 - providing guidance and recommendations to internal stakeholders
 - negotiating commercials and closing contracts in a timely manner to keep annual budgets, reach yearly results, KPIs and assure a positive, long-term impact
- Through active stakeholder management, engaging with internal departments and managing external parties, the Head of Procurement creates a pool of preferred suppliers and partners, complainant with the EIT Culture & Creativity.
- Working closely with the legal teams as well as requirements holders, you will ensure pro-actively that all activities contribute in a consistent and efficient way, with foresight, to our organization's financial goals.

SPECIFIC RESPONSIBILITIES

- Lead the setup and execution of the EIT Culture and Creativity procurement department, aligning with the six Co-Location Centers across Europe to share best practice
- Develop procurement documents, establish a procurement process and building a data base
- Align with EIT Culture & Creativity legal team on common practice and standards
- Ensure successful requirements management, that completed deliverables meet the expectations of all stakeholders
- Lead commercial negotiations and prepare contracts for signing
- Assure that all processes comply with EU regulations and aligned with the EIT procurement manual
- Focus the fulfillment of KPIs in the respective programs of the EIT Culture & Creativity



MANDATORY REQUIREMENTS

- Qualification at a bachelor's in business administration and/or MBA level in or equivalent.
- At least 5 years' experience in a senior management role in an international organization.
- Documented track record in successfully negotiating and procuring services from European suppliers and vendors.
- Practice in agile administration, open innovation processes and collaborative project management including accustomed use of standard IT Tools.

DESIRED REQUIREMENTS

- Proven track record and startup or business experience.
- Experience in working in interdisciplinary and international teams.
- Experience in establishing internal processes and requirements for exact reporting.

SOFT SKILLS

- Excellent verbal and written communication skills in English.
- Excellent time management skills, the ability to prioritize effectively, capacity of dealing with tight deadlines.
- Attention to and passion for detail and thoroughness, patience and empathy in stressful situations.
- A good balance of risk taking and judgement.

WE OFFER

- A competitive payment between 70.000 to 90.000 Euro with bonus and appraisal system.
- Participating in building a company with ambition to contribute to the future of Europe.
- Fast and flat processes, straight internal communication, low hierarchies, and freedom to operate.
- A transparent organization within a dynamic and friendly team at modern and well-located office facilities.

LOCATION

The position is based in the EIT Culture & Creativity head office in Cologne (Germany). Remote work is possible according to the company policy (e.g. at least 3 days present in HQ office). Occasionally, travel to the other EIT CC office in Europe.

REPORTING

The Head of Procurement will report to the Director of Operations at the EIT Culture & Creativity.



DIVERSITY & INCLUSION

EIT Culture & Creativity aspires to be an equitable and inclusive community. We nurture an open culture, where everyone is supported to fulfil 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.

Candidates can be also invited for interviews on other now or formerly open job vacancies of the EIT Culture & Creativity.

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 Culture & Creativity and/or applications can be considered for other 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.



APPLICATION PROCESS AND ADDITIONAL INFORMATION

A complete application should consist of

- I. Europass Curriculum Vitae
- II. a motivation letter describing briefly how you meet the criteria outlined and your vision for the role (no longer than 2 DIN-A4 pages)

The application should be sent via e-mail to: hire@eit-culture-creativity.eu with subject header "Head of Procurement HR 2024"

Format: CV and motivational letter in two separate files.

File name: Name the files according to the model "EITCC_SMoP_surname_name_CV" and "EITCC_SMoP_surname_name_ML". For example, Maria Novak would name the file, EITCC_SMoP_Novak_Maria_CV or ML.

Important: the application should be written in English. Only complete applications will be evaluated (full curriculum vitae and motivation letter, in two separated files).

The job vacancy will be open until 17 May 2024 at 10:00 am (CET).

For questions regarding the application process, please contact hire@eit-culture-creativity.eu

Would you like to learn more about the EIT Culture & Creativity, visit www.eit-culture-creativity.eu.

Take lead in this exciting journey. Send us your application now!