

# Vacancy PMO Officers





Vacancy PMO Officers, July 2024

## ABOUT EIT CULTURE & CREATIVITY

EIT Culture & Creativity is an initiative of the European Institute of Innovation and Technology (EIT). We are a Knowledge and Innovation Community designed to strengthen and transform Europe's Cultural and Creative Sectors and Industries (CCSI) by connecting creatives and organisations to Europe's largest innovation network.

Our aim is to :

- Empower and connect creatives and innovators across Europe and contribute to a more resilient, more sustainable, and transformational sector.
- Unlock latent value from a multitude of small cultural and creative stakeholders through technology transfer, improved cross-sectoral collaboration and their effective integration in production value networks.
- Reinforce the appreciation and anchoring of European values, and identities.
- Harness the unique position of the cultural and creative industries to facilitate Europe's Green, Digital and Social transitions.

We are building a multi-stakeholder, culturally diverse, and inclusive organisation to support a vibrant Innovation Community for the creative and cultural industries. Join our dynamic international team and contribute to the growth and development of the Cultural & Creative Sectors & Industries in Europe.

**Are you up for this challenge?**

## SPECIFICATIONS OF THE PMO OFFICER POSITIONS

EIT Culture & Creativity is actively seeking two proficient and dynamic PMO Officers to enrich our burgeoning PMO - Project Management Office. We aim to build a pool of professionals, enabling us to contact and contract additional candidates from this pool as needed in the future.

We seek individuals who can adeptly manage EIT Culture & Creativity activities and engage proficiently with teams leading EIT Culture & Creativity-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 Officers will be reporting to the PMO Lead.

In addition to the two positions being immediately filled, other candidates entering the selection process will be included in our pool of PMO Officers. This pool will be valid for 12 months, providing a resource for contacting candidates for this position or similar roles that match their expertise and profile.

We are looking for candidates interested in part-time, temporary, and full-time positions to ensure flexibility and meet the diverse needs of our organization and projects.

## RESPONSIBILITIES

### 1. Activity Management:

- Oversee and manage EIT Culture & Creativity activities, ensuring they resonate with strategic goals and objectives.
- Engage proactively with teams that are at the forefront of EIT Culture & Creativity-funded activities.



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

- Coordinate and oversee the preparation of the Business Plan, ensuring it aligns with the strategic agenda of EIT Culture & Creativity.
- Coordinate the preparation and necessary amendments to the 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 – at administrative, legal and financial level- the implementation of the EIT CC BP portfolio of activities and assure compliance with contractual obligations.
- 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 myriad of stakeholders, ensuring transparency and fostering collaborative environments.

## REQUIREMENTS

### ***MUST***

- **Educational Qualifications:** A bachelor's degree in business administration, International Studies, Public Administration, Arts and Cultural Management, Creative Industries, Innovation Management, or a related field.
- **Experience:** Demonstrable experience in project and programme management, preferably within the EIT and with a focus on managing research and innovation grants (specially from H2020 and/or HE).



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### ● **Technical Skills:**

- Proficiency 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.
- **Analytical Abilities:** Strong ability to analyse 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 with EIT CC grants beneficiaries 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.

## **NICE TO HAVE**

- Master's degree and certifications in Project Management will be positively valued.
- Experience in management of CCSI activities and entities
- Knowledge of additional European languages besides English is highly valued.

## **WHAT WE OFFER**

- A salary range between 45,000 and 65,000 EUR gross per year, depending on the country of residence and the years of experience of the candidate. Salaries are subject to annual review and potential increase based on the candidate's performance and the organization's financial status.
- A European organisation acting globally: purpose-, business- and impact-driven
- An agile organisation with fast and flat processes, straight internal communication, low hierarchies, and freedom to operate.
- A team-based leadership to build a learning organisation with ~ 55 team members, excellent in their fields in education, research, business and civil society.
- A working place also supportive of each employee's development and progress, harnessing live long learning.
- A friendly and creative atmosphere within a dynamic team at modern and well-located office facilities.
- Expected to start date in October 2025 or earlier.
- Please note: Candidates may be considered for other open positions at EIT Culture & Creativity upon their agreement.



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## LOCATION

This position is primarily remote, with occasional on-site attendance required at the EIT office once or twice a month, or as needed based on company requirements.

## EMPLOYMENT TYPE

We are seeking candidates for both full-time and part-time positions.

## 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.

## HOW TO APPLY

To apply, please submit by no later than **15 of August 2024, 5 pm CET** to [hiring@eit-culture-creativity.eu](mailto: hiring@eit-culture-creativity.eu) the following documents/ information:

- Europass CV
- Earliest starting date
- Salary expectations

Candidates will be contacted according to their order of arrival, so there is no need to wait until the last day to send your application. The sooner you apply, the better your chances of being considered promptly.

**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 "PMOM2024".

### Tentative Timeline

Application deadline:	15 August, 5 pm
Designation:	Week 34-36, depending on application
Start:	October 2025 or earlier

## DATA PRIVACY

Data protection rules are followed according to GDPR. Please see our [GDPR Compliant Privacy Notice](#)