EIT Digital seeks a Project Lead

EIT Digital

EIT Digital is a leading European digital innovation and entrepreneurial education organisation driving Europe's digital transformation.

EIT Digital delivers breakthrough digital innovations to the market and breeds entrepreneurial talent for economic growth and improved quality of life in Europe. It does this by mobilising a pan-European ecosystem of over 150 top European corporations, SMEs, start-ups, universities and research institutes.

As a Knowledge and Innovation Community of the European Institute of Innovation and Technology, EIT Digital is focused on entrepreneurship and is at the forefront of integrating education, research and business by bringing together students, researchers, engineers, business developers and entrepreneurs. This is done in our pan-European network of Co-Location Centres in Berlin, Eindhoven, Helsinki, London, Paris, Stockholm, Trento, as well as in Budapest and Madrid. We also have a hub in Silicon Valley. For further information please visit our website eitdigital.eu

EIT Digital is an equal opportunity employer and values diversity.

The role

The Project Lead is part of the EIT Digital European Project Management team coordinating EIT Digital participation in projects funded by European Commission and other International and National agencies. He/she is assigned the coordination and execution of EIT Digital activities in one of more projects. The Project Lead performs his/her tasks by liaising with the Action Line Leaders responsible for the area the assigned projects fall within.

Responsibilities

- Overall responsibility for the organization, planning and controlling EIT Digital participation in the assigned projects liaising and aligning with the Action Line Leader responsible for EIT Digital strategy execution in the relevant area.
- Be the unique contact point for the project with the funding agency
- Liaising with project partners, organize and manage the preparation and timely delivery of deliverables and reports to the funding agency, securing their quality
- Collect, monitor and integrate financial and administrative data from partners. Prepare them for submission to the funding agency
- Organize and manage effective consortium-internal communication channels

Qualifications and Skills

- Post Graduate, STEM preferred or related field
- Minimum of 10+ year's relevant experience; work experience in large European partnership and projects in ICT
- 5+ years of proven management experience

Experience

- Excellent knowledge of H2020 administrative and financial aspects
- Proven capability of driving innovation processes, including user-driven innovation (e.g., Living Labs), SME, corporate and start-up engagement, customer/provider brokerage
- Excellent network with the European and national funding agencies, and with the European Academia, RTOs and Industry.
- DIY mind-set and hands-on professional with effective leadership skills, proven team building capabilities and excellent communication skills
- Capable of flexibly adapting to the demands and roles required

Languages
- Fluent English with excellent verbal, written and presentation skills
- Knowledge of any of the languages Dutch, Finnish, French, German, Hungarian, Italian, Spanish and Swedish is a merit

Reporting to the Head of External Collaboration

Place of employment
EIT Digital Headquarters in Brussels (BE).

To apply
Please mail a resume and motivation letter to project_lead@eitdigital.eu, outlining how your skills and experience meet the qualifications of the position.
Applications without a motivation letter will not be considered.

Applications should be submitted until 5pm Wednesday October 31, 2018