



## Grant Management Assistant (3 months)

**Start date:** as soon as possible

You will be providing support to the Innovation Communities Unit, for example:

- Support the management and monitoring of grants to the EIT's Innovation Communities;
- Support the implementation of the EIT monitoring strategy and contributing to draft reviews and analytical reports;
- Assist in the management and improvement of the EIT knowledge management system and monitoring tools (including grant information systems) and supporting the EIT Performance Management System co-ordinator;
- Work with all EIT teams and Innovation Communities to facilitate the sharing of knowledge and information, and following and contributing to technical discussions relevant for the area of responsibility;
- Assist in the development and maintenance of databases and processes related to grant management;
- Contribute to the enhancement of procedures and document management at the EIT;
- Supporting the EIT management through briefings.

The successful incumbent will have:

- Completed university degree attested by a diploma
- Experience in the listed tasks above, preferably in an EU organisation
- Experience in EU funds management
- Excellent/Proficient command of English (B2/C1 Level based on the Common Framework of Reference Languages)
- Computer literacy and in particular excellent knowledge of MS Outlook, MS Office
- Excellent administrative and analytical skills;
- Excellent command of both oral and written English;
- Ability to communicate in a clear, logical and structured manner;
- Ability to work well with others as well as independently in a flexible and dynamic manner.
- Ability to work in a multi-cultural environment
- Knowledge in the field of managing or controlling grants/funds programmes

