

Project Manager Education - EIT RawMaterials Academy (m/ f/ d)

EIT RawMaterials - Berlin

Einfach bewerben

EIT RawMaterials (<http://eitrawmaterials.eu>), an initiative of the European Institute of Innovation and Technology, is the largest and strongest consortium in the raw materials sector worldwide. Its vision is a Europe where raw materials are a strength. EIT RawMaterials unites more than 100 partners from industry, research and academia, from more than 20 European countries. They collaborate on finding new, innovative solutions to improving the raw materials sector along the entire value chain – from extraction to processing, to recycling and reuse. EIT RawMaterials partners have more than 700,000 employees and revenue in excess of EUR 200 billion.

The activities of EIT Raw Materials are managed by regional Co-Location Centres (CLC) based in Espoo (FI), Leuven (BE), Luleå (SE), Metz (FR), Rome (IT), Wrocław (PL) and the Headquarters in Berlin (DE).

The RawMaterials Academy is the overarching brand of the education activities of the EIT RawMaterials. These range from innovative education projects launched via calls for proposals and run by EIT RawMaterials partner organisations to a number of centrally operated projects, educational events and workshops. Activities across the entire ecosystem of learners – PhD students, Masters' students, industrial partners, professionals within the raw materials sector, and wider society - foster new ways of learning and teaching by linking academia, industry and research organisations.

The aims of the Academy are:

- To introduce society as a whole to the importance and relevance of raw materials and incite interest in topics related to raw materials.
- To train current and future stakeholders to the technical standards required by the raw materials industry today – contextually across the full raw materials value chain.
- To foster the entrepreneurial and innovation skills, knowledge and attitudes needed for the entre- and intrapreneurs of tomorrow.

We are now recruiting an Education Project Manager (m/ f/ d).

Position:

The Education Project Manager (m/ f/ d) supports the KIC's RawMaterials Academy and the KIC's Director Education with the operational day-to-day running of the KIC's education programmes (higher education, lifelong learning and schools projects). The post holder will work closely with the KIC's Education Team, located in six Co-location Centres throughout Europe, and will report to the Director of Education and the Head of Academy.

Responsibilities:

- Assist the Director of Education and the Head of Academy in the development and writing of the annual business plan and budget for RM Academy centralised projects
- Coordinate the Education Team's joint activities
- Coordinate the meetings of the KIC's Education Committee
- Coordinate internal resources and third parties/vendors for the execution of projects in cooperation with other KIC staff, including procurement processes and contracts
- Ensure that all RM Academy projects are delivered on-time, within scope and within budget
- Assist in the definition of project scope, budget and objectives of RM Academy projects
- Monitor and track progress of the RM Academy projects and budget, using the appropriate internal tools
- Report and escalate to the Director of Education and/or the Management Team, as needed
- Establish and maintain relationships with the KIC partners, stakeholders and third parties/vendors
- Delegate project tasks to student assistants and/or external vendors
- Develop spreadsheets, diagrams and process maps to document needs
- Perform other related duties as assigned.

Requirements:**Skills**

- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills in English
- Proven project management skills
- Excellent team working skills
- Proficient working knowledge of Microsoft Office.

Qualifications and experience:

- First degree (Bachelor in any discipline)
- Linguistic requirement: English native speaker or proof of English proficiency, minimum level C1 CEFR (e.g. IELTS, TOEFL or Cambridge Proficiency certificate)
- Knowledge of EIT KICs' organizational set-up and procedures.

Other information:

The RawMaterials Academy Project Manager (m/f/d) will be employed by the EIT Raw Materials GmbH Headquarters, Berlin, Germany.

The candidate needs to be prepared to travel from time to time to different EIT RawMaterials locations across Europe.

We encourage a gender and diversity balance in our team.

Please apply by 19 March 2019.

For further information about EIT RawMaterials, see: <http://eitrawmaterials.eu/>.

EIT RawMaterials - vor 6 Tagen - [speichern](#) - [Diesen Job melden](#) - [Originaljob](#)