

Grant Management Assistant – Internship or alternance (m/f/d)

EIT Health Hub France in Paris

EIT Health, a Knowledge and Innovation Community (KIC) under the umbrella of the European Institute of Innovation and Technology (EIT), is focused on supporting entrepreneurship, innovation, and education, to promote healthy living, support active ageing and improve healthcare. EIT Health unites leading organisations along the entire value chain – smaller companies, larger industry, excellent academic and research institutions, and public sector organisations. Together we work toward a healthier Europe by removing barriers to innovation, promoting talent and education, leveraging enabling technologies and exploiting big data. EIT Health has Central Offices in Munich and develops activities across a network of regional Innovation Hubs in Paris, London, Barcelona, Rotterdam, Stockholm, Vienna and Mannheim. In addition, the InnoStars office in Budapest involves Partners from Hungary, Poland, Portugal and Italy. EIT Health includes more than 150 partners.

EIT Health Hub France is the Regional Innovation Hub based in Paris. A team of 15 employees, we promote the sharing of expertise, knowledge and resources to achieve excellence in our activities. Thanks to our entrepreneurial and dynamic ecosystem, with more than 40 partners based mainly in the Ile-de-France and Auvergne-Rhône-Alpes regions, we offer the opportunity to share knowledge, develop it and contribute to our various innovation projects for the benefit of patients and society.

EIT Health France is now seeking to appoint a Grant Management Assistant, working as an intern or through the French alternance system.

Your responsibilities:

Support our European Grant Management Team with the yearly grant administration process with duties including, among others:

- Portfolio management and reporting:
 - Collaborate with our Project Management Office for EIT reporting.
 - Conduct periodic financial reporting upon-request.
- Financial Management/ Preparation of grant payments:
 - Support the Central Office Finance Manager in the calculation of projects' pre-financing and final payments based on the eligible costs.
 - Keep up-to-date the Grant Management tool (Database maintenance).
- Legal Management:
 - Coordinate, along with the Central Office Finance team, contracting (e.g. project grant agreement, grant letters) with EIT Health partners.
- Communication and internal trainings:
 - Prepare informative material regarding cost eligibility and best financial management practices.
 - Communicate with external partners and internal business partners.
- Other duties that may reasonably be required to support the daily workload.

Your functional skills and experience:

- Education/Qualifications:
 - Master Student in Project Management, European / International Affairs.
 - Fluent French / English language skills, both oral and written.
- Skills and Abilities:
 - Project management skills.
 - Knowledge of EU/ National/ Regional funding rules.
 - At ease working with database / on-line platforms.
 - Comfortable managing complex requests and communicating to different stakeholder groups.
 - Excellent command of Excel and PowerPoint.
 - Strong interest in working with financial and legal data / topics.
- Other
 - Proactive and well organised.
 - Innovative, dynamic, and resilient.
 - Enjoy taking initiative and problem-solving mindset.
 - An open and positive attitude to working in a constantly changing environment.

We offer:

- For Internship contract: €1,000 gross remuneration/month (EU applicants).
- For Alternance contract: €1,678.95 gross remuneration/month (Only French-based applicants e.g. living and studying in France).
- Dynamic, international team.
- Part-time remote work is a possibility for alternance contracts.
- Paid holidays:
 - 1 day/month for internship contract.
 - 25 days/year + additional 8 to 10 days for alternance contract.

Application process

- Applications should consist of a full curriculum vitae and a cover letter describing briefly how you meet the criteria indicated above and outlining your interest in, and vision for, the role.
- Applications should be sent in English via e-mail to albena.saynova@eithealth.eu.
- Applications will remain open until we have found a suitable candidate.
- Please indicate your earliest possible entry date and the type of contract (internship or alternance) you are applying for.

For more information visit:

www.eithealth.eu

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