

EIT Health Austria Project Officer (m/f/d)

About EIT Health

[EIT Health](#) – a Knowledge and Innovation Community (KIC) under the umbrella of the European Institute of Innovation and Technology (EIT) – focuses on promoting entrepreneurship, innovation, and education in the domain of healthy living and active ageing. EIT Health brings together leading organisations along the entire value chain – including smaller companies, larger industry players, excellent academic and research institutions, and public sector organisations – to promote healthy living, support active ageing and improve healthcare by removing barriers to innovation, building talent and education, leveraging enabling technologies and exploiting big data.

EIT Health achieves regional representation through Co-Location Centres (CLCs) in different cities around Europe. The newest office is the Austrian CLC in Vienna.

About the role: EIT Health Austria Project Officer

The Project Officer will support the Project Lead and the CLC team in the management of the [HealthGateway.Austria](#) Project and other projects of [EIT Health Austria](#).

“HealthGateway.Austria” is a strategic project of the Austrian Research Promotion Agency (FFG), the national funding agency for industrial research, development and innovation in Austria. Under the leadership of EIT Health Austria, the project is promoting the innovative capacity of Austrian companies and organisations in the field of life sciences by increasingly integrating companies, in particular SMEs and start-ups, existing Austrian networks and also research and educational institutions, into the initiatives and activities of EIT Health Austria for an initial period of six years (2022 to 2028).

The Project Officer is based at the EIT Health Co-Location Centre in Vienna and works closely with the regional CLC team to establish and control processes supporting the management of the overall project under the guidance of the project lead. This includes:

- Setting up project management processes
- Tracking KPIs
- Orchestrating the reporting process
- Coordinating work package leads
- Researching background information
- Writing dossiers and reports
- Preparing slide decks, project reports and documents
- Establishing and managing databases incl. stakeholder maps
- Organising meetings, workshops and small events

The role also contributes to strategy workshops and papers. The Project Officer reports to the HealthGateway.Austria Project Lead, with the majority of time being allocated to project management activities.

Your profile

- Academic degree (BA or higher) in a relevant health, social sciences, or science discipline
- At least 2 years of hands-on experience in managing impact-driven projects
- A degree/certificate in project management is an advantage
- Strong organisational skills with attention to detail and adherence to deadlines
- Advanced MS Excel, MS Word and MS PowerPoint skills. Further skills in innovative reporting tools as well as database programmes (Access etc.) are an advantage
- Excellent written language skills in German and English are obligatory, incl. the ability to write about complex topics
- Strong interpersonal and communication skills, intercultural awareness, and practical experience dealing with requests from all levels of a small and dynamic, diverse team
- Demonstrated ability to work in a proactive, flexible and well organised manner
- Ability to perform effectively under pressure with excellent personal organisation and time management
- Ability to prioritise and manage a variety of tasks and deadlines
- Communicative and focused way of working
- Ability to work both independently and under supervision
- Experience in the healthcare sector or science innovation is an advantage

Benefits

The role is a part-time position (20h/week) with both fixed as well as flexible time elements. The Project Officer will be embedded in a dynamic, international team, based at the EIT Health Austria office in Vienna. We offer an attractive salary package with a minimum of €1,600 per month (the remuneration is paid 14 times a year) and are open for negotiations if additional qualifications, experience, and competencies are present.

How to apply

EIT Health applies a policy of equal opportunities and accepts applications without discrimination on any grounds. Please send a CV and motivation letter and, if applicable, references, describing briefly how you meet the criteria indicated above and outlining your interest in and your vision for the role via email to austria.office@eithealth.eu, indicating your salary expectations as well as your earliest starting date.

The application remains open until a candidate has been selected (approx. March 15, 2024).

For more information:

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