

Application deadline: 31 May 2024

EIT Community Officer (ECO) of Portugal

EIT Health (European Institute of Innovation and Technology, Health KIC) is seeking to appoint an EIT Community Officer for Portugal to **coordinate and oversee the operations of the EIT Community RIS Hub between 2024-2025.**

ABOUT EIT HEALTH

EIT is Europe's largest innovation network, dedicated to strengthening innovation since 2008. Our mission is to create jobs and foster sustainable and smart growth through innovations. As an integral part of Horizon Europe, the EU's Framework Programme for Research and Innovation, EIT plays a crucial role in driving innovation across Europe. Serving as a unique EU body, we bring together businesses, educational institutions, research organizations, and investors to address pressing global and societal challenges. Our cast community connects approximately 150 leading organizations, exceptional in the worlds of business, education, research, and health service delivery. Our partnerships aim to identify and commercialize innovative solutions that positively impact society and the world at large.

ABOUT RIS

Introduced in 2014, the **EIT Regional Innovation Scheme (EIT RIS)** is a new element of the EIT Community outreach strategy and the EIT's answer to encouraging wider participation in its innovation activities.

The **EIT RIS** is an outreach scheme that:

- increases the innovation capacity of the moderate and modestly developed regions in Europe by innovation,
- supports the regions to benefit from the EIT Knowledge and Innovation Communities (KICs),
- supports the integration of business, higher education, and research institutions.

The EIT RIS is based on engagement between the KICs and selected partnerships from business, higher education, and research, as well as regional policymakers, public entities, and other stakeholders essential to spurring innovation in Europe. It capitalizes on the potential offered by Europe's regional diversity to make a lasting impact on innovation in Europe.

RIS countries are:

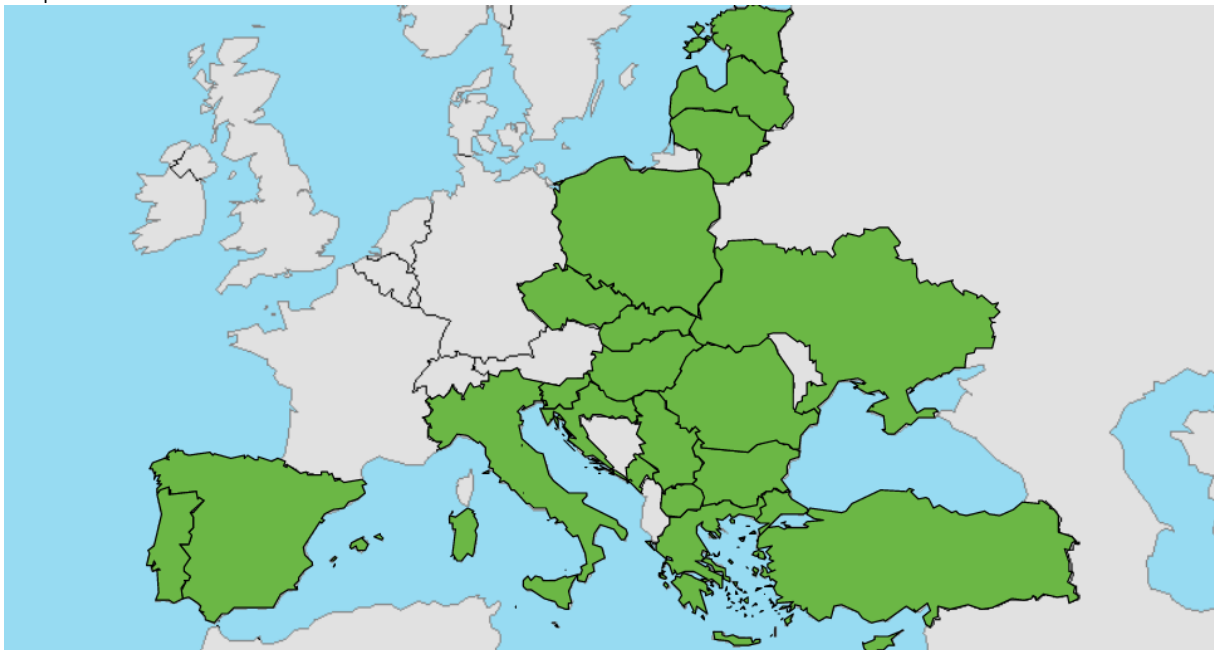
- **EU Member States:** Bulgaria, Croatia, Cyprus, Portugal, Estonia, Greece, Hungary, Italy, Latvia, Lithuania, Malta, Poland, Portugal, Slovakia, Slovenia, Spain, Romania.
- **EU outermost regions:** Azores, Canary Islands, French Guiana, Guadeloupe, Madeira, Martinique, Mayotte, Reunion Island and Saint-Martin.
- **Horizon Europe Associated Countries in Europe:** North Macedonia, Montenegro, Serbia, Türkiye, Ukraine.

ABOUT EIT COMMUNITY RIS HUBS

The EIT Community is a group of 9 thematic communities set by the European Institute of Innovation and Technology (EIT) to boost innovation and entrepreneurship. The 9 communities: EIT Health, EIT InnoEnergy, EIT Climate, EIT Digital, EIT Raw Materials, EIT Health, EIT Food, EIT Manufacturing, and EIT Culture and Creativity.

All 9 **Knowledge and Innovation Communities (KICs)** are working together as one EIT Community to accomplish the EIT mission and to deploy EIT Community RIS Hubs in 22 European countries and the outermost regions of France, Spain, and Portugal. **The EIT Community RIS Hubs aim is to provide local innovators with a unified source of information on all services and opportunities provided by the entire EIT Community, both locally and internationally. The EIT Community RIS Hubs will also serve as a centralised gateway, for local innovators, to all EIT KICs.**

Map of RIS Countries 2021-2024:



*More information about the EIT Regional Innovation Scheme (RIS):

[The EIT Regional Innovation Scheme \(RIS\): Closing the Innovation Divide in Europe | EIT \(europa.eu\)](https://www.eit.europa.eu/en/eit-ris)

MAIN DUTIES AND RESPONSIBILITIES

The role of the EIT Community Officer (ECO) encompasses three primary operational domains aimed at **fostering collaboration, disseminating information, and enhancing the visibility of the EIT Community.** Responsibilities include orchestrating various EIT Community awareness-raising events, facilitating participation in national events, managing information dissemination through multiple channels, and overseeing the upkeep of the EIT Community RIS Hub website.

Additionally, the ECO is tasked with identifying opportunities for joint projects among EIT KICs, supporting the implementation of joint activities aligned with regional priorities, and serving as a central contact point for local stakeholders and KTI local actors. Furthermore, the ECO is entrusted with

maintaining records of EIT CRH members, nurturing relationships with EIT Community RIS Hub members, CLCs, and other KIC offices, establishing physical spaces for stakeholder engagement, and streamlining administrative processes to optimize operational efficiency.

The position includes the following tasks:

1. Events and Dissemination

Lead the organization of shared EIT Community awareness-raising events, including a kick-off event of the EIT Community RIS Hub and a press release, among others.

- Maintain awareness of and respect other dissemination and scouting events organized by EIT Community members.
- Support the participation of EIT Community representatives in relevant national events.
- Design appropriate methods and tools for information sharing and coordination.
- Actively collect and disseminate information about KICs' funding opportunities, events, and initiatives organized or promoted by the KICs through applicable channels.
- Coordinate the collection and dissemination of funding opportunities and key events from national, regional, and third-party sources, other than those from the KIC, in collaboration with the local CLC colleagues.
- Manage and update the EIT Community RIS Hub website <https://eit-ris.eu>, in English and the national language, with information on EIT Community activities and opportunities, including dedicated sections for specific stakeholders.

2. Leading Role

- Scout for and recommend opportunities to implement joint projects financed through EU/national/regional funds (including ESIF and IPA III).
- Actively scout for new potential partners and start-ups which can join the KICs' programmes, specifically for KICs not present in the country.
- Suggest and support the implementation of possible joint activities among EIT KICs aligned with relevant RIS priorities.
- Support updating of local country-specific roadmaps and assist with their implementation as required.
- Serve as a centralized contact gateway for local stakeholders to the EIT Community and refer them to relevant EIT KIC contacts.
- Engage with the Portuguese innovation community to facilitate their participation in signing a governance memorandum of understanding, ensuring seamless operation of the ECO role.

3. Supporting Role

- Maintain records of EIT CRH members and involve them in the coordination of the EIT CRH governance through the signature of a MoU (Memorandum of Understanding).
- Develop a thorough understanding of the EIT model and stay updated with KIC activities.
- Establish good working relationships with EIT Community RIS Hub members and other KIC offices.
- Set up and brand a physical space for stakeholder access.
- Support a coordinated approach among EIT KICs' RIS Hubs towards national authorities.
- Establish efficient working methods to minimize administrative burden while supporting essential functions.
- Provide additional support to the EIT and KICs in navigating the local innovation landscape (EIT ecosystem mapping) and securing co-funding opportunities.
- Manage KPIs, deliverables, milestones, and reporting (technical and financial).

KEY SKILLS

- Managerial skills to follow up on KPIs, deliverables, and financial reporting (the expected monthly report can be found in Annex 3).
- Proficiency in managing and procuring EU-financed projects.
- Presentation skills and public speaking capacity.
- Team player who can work independently.
- Organized and structured, proactive and hands-on.
- Level of seniority: at least 3 years of experience.

OTHER VALUABLE SKILLS

- Understanding of EU Horizon Europe implementation rules, project delivery, and reporting.
- Experience in working in a multi-national, multi-cultural environment, with a European perspective being advantageous.
- Facilitation and advocacy skills.
- Motivation to work in fast-moving and innovative environments.
- Relationship building and networking skills.

ELIGIBILITY

General Conditions:

By the closing date of this call the Candidate must:

- be a national of an EU Member State or an EFTA state; Or have a work permit to work in Portugal,
- reside within Portugal,
- enjoy their full rights as citizens,
- possesses C1 level fluency in the Portuguese language,
- possesses C1 level fluency in English,
- meet the character requirements for the duties involved.

Education:

- University or a related higher education degree in business, economics, health, law, political or social science, environmental studies, sustainability, or other innovation-related fields.

Experiences:

- Candidate has at least 3 years of professional experience in innovation, entrepreneurship, and/or European affairs as a project manager or key expert.
- Managed/worked as a key expert for at least 1 EU-financed project for at least one year.

Special eligibility criteria

- Connection to and knowledge of the local innovation ecosystem, (Nr. of delivered projects for Innovation ecosystem development in the last 8 years).
- Knowledge of the EIT system, and collaboration experience with EIT/EIT KICs/RIS Hubs in the last 8 years.
- Experience with networking services. (events organized, studies, or other services provided for international networks) in the last 8 years.

JOB AND CONTRACT TYPE

- Portuguese contract. 15-month initial Contract (see Duration).
- Flexibility offered in contract options: full-time, or part-time for more experienced candidates.
- Remuneration according to skills and experience.

Duration

01 October 2024 to 31 December 2025, with possible extension based on the completion of tasks (see Annex 1) and performance (see Annex 2).

LOCATION

- The position will be performed in Portugal, with the option to work from a dedicated EIT Portugal Community Office. Additionally, remote work from home is allowed.
- No relocation expenses are assigned.

APPLICATION PROCESS

EIT Health is an equal-opportunity employer and values diversity. To build a strong innovation community in Europe that works for everyone, it is vital that we have a diverse range of skills, knowledge, and experience in the sector. Therefore, we welcome applications from anyone who meets the above criteria and encourage applications from women, ethnic minorities, and other underrepresented groups.

To apply for this position, please, fill out the **Application Template**, Annex 4. Complete the four elements of the application:

1. Personal **contact details**;
2. An essential criterion checklist;
3. Please, prepare and add a **Cover Letter** demonstrating how you match the skills defined in the job description – with examples provided.
4. Please, prepare and add A **curriculum vitae**.

Follow the naming process detailed below:

Format: Save your completed application form in **one single file** in either PDF or Word format.

File name: Name the file according to the model "*first name_last name – EITHealth_ EIT Community Officer Portugal*". For example, Joanna Smith would name the file, *Joanna_Smith EITHealth_ EIT Community Officer Portugal*.

Email title: The subject field should read "EIT Community Officer Portugal **xxxxx**".

Send to: Send your completed application to:
petra.herdon@eithealth.eu

Deadline for Applications: 31 May 2024

Further information

For further information please refer to the EIT Community RIS Hub Minimum Standards and Guiding Principles:

[ris_hubs_minimum_standards_and_guiding_principles_final_agreement.pdf \(europa.eu\)](#)

Data Protection Disclaimer

Your data will be processed with the utmost care by EIT HEALTH, S.L. or its subsidiaries.

The processing will allow us to manage the recruitment of the offered position, and more specifically:

- to enable you to submit your CV to apply for specific jobs;
- to match your details with the job vacancies and to eventually contact you;
- to retain your details and notify you about future job opportunities similar to the specific role for which you have contacted us;
- to answer your inquiries.

You may find further information in the full GDPR Compliance privacy note for applicants available [Privacy Policy - EIT Health](#)

Annex 1: List of tasks and responsibilities of the EIT Community Officer (ECO)

General tasks:

- Establishing and overseeing the operations of the EIT Community RIS Hub in Portugal.
- Set up a physical space for stakeholder access.
- Coordinating and maintaining connections with the EIT KICs, to ensure impartiality and prevent conflict of interest.
- Collaborating with EIT Community members, EIT Cross-KIC Strategic Regional Innovations (SRI) Cluster, and EIT Health InnoStars.
- Engaging in collaboration with the EIT National Contact Point for Portugal.

Special tasks:

I. *Community development*

- Scouting and introducing potential new EIT Community partners relevant to the KICs and EIT Community.
- Facilitating Cross-KIC matchmakings among active partners collaborating within the EIT Community.

II. *Start-ups scouting*

- Scouting and engaging start-ups and scale-ups in the EIT Community opportunities.

III. *Awareness raising*

- Organising and facilitating events, workshops, and meetings for the EIT KICs and EIT Community members.
- Organising external events for the national and regional authorities, participating, representing, and promoting the EIT Community.
- Collecting and disseminating the relevant national events to the EIT KICs, EIT Community members, and SRI Cluster.

IV. *General communication*

- Managing media mentions of the EIT KICs, and EIT Community in local publications, news, and news outlets.

V. *Funding opportunities*

- Collecting and communicating local funding opportunities to the EIT KICs, EIT Community Members, and EIT SRI Cluster to facilitate joint project implementations.
- Identifying external funding opportunities attracted from synergies/cooperations and contributing to the Financial Sustainability of the EIT Community Officer.

Annex 2: Definition of key performance indicators and minimum targets for the ECOs

EITECO01:	New regional EIT Community partners relevant to the KICs introduced* *in established countries, the target will be achieved focusing in KICs which have NO PRESENCE in the country (no presence = no CLC, RIS Hub or dedicated KIC expert)
EITECO02:	Cross-KIC matchmakings performed, namely active partners collaborating in the EIT Community, initially supported and/or referred by the ECO* *in established countries, the target will be achieved focusing in KICs which have NO PRESENCE in the country (no presence = no CLC, RIS Hub or dedicated KIC expert)
EITECO03:	Start-ups and scale-ups referred to EIT Community opportunities* *in established countries, the target will be achieved focusing in KICs which have NO PRESENCE in the country (no CLC, RIS Hub or dedicated KIC expert)
EITECO04:	Events, workshops, and meetings organised/facilitated by the ECO for the EIT Community members and the number of participants
EITECO05:	External events organised by national and/or regional authorities with the participation of the ECO and promotion of the EIT Community.
EITECO06:	Relevant key national events collected and communicated to the EIT Community Members, SRI Cluster and EIT KICs
EITECO07:	Media mentions of the EIT Community in local publications/news outlets facilitated by the ECO
EITECO08:	Local funding opportunities collected and communicated to the local EIT Community Members, SRI Cluster and EIT KICs
EITECO09:	External funding attracted from synergies/cooperation agreements identified/concluded by the ECO, contributing to the Financial Sustainability of the ECO, and the amount of funding attracted
EITECO10:	Local funding opportunities collected and communicated to the local EIT Community Members, EIT RIS Hubs and EIT KICs to implement projects jointly.

The present indicative list of KPIs is extracted from the document entitled *EIT Community RIS Hubs - the EIT Community Officer's Guide to Performance Monitoring* elaborated by the Cross-KIC Strategic Regional Innovations Cluster.

Minimum KPI targets for the EIT Community Officers

		NS minimum target values	
		White Spot Countries	Established countries*
EITECO01	New regional EIT Community partners relevant to the KICs introduced	Innovation Index 20-30: 1 Innovation index 30-40:2 Innovation index 40+:3	Innovation Index 20-30:2 Innovation index 30-40:3 Innovation index 40+:4
EITECO02	Cross-KIC matchmakings performed, namely active partners collaborating in the Cross-KIC Community, initially supported and/or referred by the NS	1	2
EITECO03	Start-ups and scale-ups referred to EIT Community opportunities	Innovation Index 20-30: 1 Innovation index 30-40: 2 Innovation index 40+: 3	Innovation Index 20-30: 3 Innovation index 30-40: 4 Innovation index 40+: 5
EITECO04	Events, workshops, and meetings, organized/facilitated by the NS and the number of participants	2	2
EITECO05	External events organized by national and/or regional authorities with the participation of the NS and promotion of the EIT community	4	4
EITECO06	Relevant key national events collected and communicated to the Community Members, SRI Cluster and EIT KICs	all visible	all visible
EITECO07	Media mentions of the EIT Community in local publications/news outlets facilitated by the NS	2	3
EITECO08	Local funding opportunities collected and communicated to the local EIT Community Members, SRI Cluster, and EIT KICs	all visible	all visible
EITECO09	External funding attracted from synergies/cooperation agreements identified/concluded by the NS, contributing to the Financial Sustainability of the NS, and the amount of funding attracted	equivalent of 0.5 FTE	equivalent of 0.5 FTE
EITECO10	Local funding opportunities collected and communicated to the local EIT Community Members, EIT RIS Hubs, and EIT KICs to implement joint projects	all visible, equivalent with at least kick start one RIS Hub	all visible, equivalent with RIS Hub co-funding requirements

(*: Portugal is an established country.)

Annex 3: EIT Community Officer monthly report template

Report contributors:

Name	Organization	Contribution

List of abbreviations:

WP	work plan
ECO	EIT Community Officer
EIT	European Institute for Innovation and Technology
R&I	Research & innovation
MoU	Memorandum of Understanding
RIS	Regional Innovation Schemes
Cross-KIC RIS	Collaborative initiatives between the Knowledge and Innovation Communities in the RIS region
EC	European Commission

Overview

The present report is the xxx monthly report (DELx_Yx) on the activities of the ECO in XXXXX as requested under Annex 1 of the Service Agreement and in the Request for proposals of the assignment. The report was composed by the ECO of XXXXX about his/ her activities in ... (period).

Work plan activities

WP1 -

This working package focuses mostly on the xxxxxxxx

The status of the ongoing activities implemented and to be completed is

Table 1. WP1 List of activities

Activity	Months in ...

WP2 -

The status of the ongoing activities implemented and to be completed is xxx.

Table 2. WP2 List of activities

Activity	Months in ...

WP3 -

The status of the ongoing activities implemented and to be completed is XXX

Table 3. WP3 List of activities

Activity	Months in ...

Implementation and progress of the activities

(Please, describe.)

Deliverables

Activity	Status

Results

During this reporting period, ECO xxxxx was working on the implementation of the following activities:

Activity	Status

Outlook

(Please, describe.)

Annex - Summary of meetings with relevant stakeholders

1.

Name of counterpart/event:	
Institution	
Venue:	
Date:	
List of participants:	
Purpose of the meeting:	
Outcome:	

2.

Name of counterpart / event:	
Institution	
Venue:	
Date:	
List of participants:	
Purpose of the meeting:	
Outcome:	

3.

Name of counterpart / event:	
Institution	
Venue:	
Date:	
List of participants:	
Purpose of the meeting:	
Outcome:	

Annex 4: Application Template

Position Title (m/f/d): ECO for Portugal

Personal data of the Applicant:

Name:

Nationality:

Place of residence:

Personal contact details:

- e-mail:
- telephone:

Your responsibilities:

- 1.
- 2.
- 3.

Your required functional skills and experience:

- 1.
- 2.
- 3.

Your desired skills and knowledge:

- 1.
- 2.
- 3.

Application process

- Applications should consist of the Application Template, 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 via e-mail to petra.herdon@eithealth.eu, by 31 May 2024.
- Regarding the file and the file name, please follow the directions written above in the Paragraph "Follow the naming process detailed below".
- Please indicate your earliest possible entry date as well as salary expectations. The position is vacant as of 1st October 2024.