EIT ICT Labs seeks a **Quality Lead for High-Impact Initiatives**

**About us**
EIT ICT Labs is a pan-European education and research-based innovation organisation founded on excellence. The mission of EIT ICT Labs is to drive European leadership in ICT innovation for economic growth and quality of life. EIT ICT Labs is a Knowledge and Innovation Community of the European Institute of Innovation and Technology. By linking education, research and business, EIT ICT Labs empowers ICT top talents for the future and brings ICT innovations to life. The ecosystem is characterised by an open and collaborative way of working with partners representing global companies, leading research centres, and top ranked universities in the field of ICT. Since 2010, EIT ICT Labs is consistently mobilising talents, ideas, technologies, investments as well as business across Europe and beyond. EIT ICT Labs currently consists of seven nodes – Berlin, Eindhoven, Helsinki, London, Paris, Stockholm and Trento. Find out more about EIT ICT Labs from [www.eitictlabs.eu](http://www.eitictlabs.eu).

**Job Purpose**
The purpose of the “Quality Lead for High-Impact Initiatives” is to drive delivery from our High-Impact Initiatives (large, strategic Innovation Activities) by supporting high quality delivery of these Activities in terms of KPIs (Key Performance Indicators), Deliverables and Impact.

**The Position**
The “Quality Lead for High-Impact Initiatives” is a member of the Funnel Impact Support (FIS) team. He or she reports to the Research Director and liaises with the Innovation Excellence Manager. This is a new position, and we’re currently also looking for the other members of the FIS team. Please see our other vacancies.

**Place of employment**
Brussels with some European travels

**Responsibilities**
1. Support Action Line and High Impact Initiative Leaders in achieving their goals in terms KPIs, Deliverables, and Impact.
2. Support involved partners in achieving KPIs and delivering the promised evidence and other deliverables
3. Gather the KPIs, the associated evidence and other deliverables from all High Impact Initiatives
4. Track and monitor progress, raise red flags
5. Spot risks and impediments and help Action Line and High Impact Initiative Leaders remove them
6. Manage the relevant infrastructure and tooling
7. Contribute to set up a continuous improvement process for the Funnel Impact Support

**Qualifications**
- Quality Lead with 3-4 years’ professional experience is preferred - preferably within ICT

**Knowledge**
- University degree in Business, Engineering or Science
- Strong computer skills; excellent knowledge of Microsoft Office Products, especially Excel
- Good project management skills
- Experience in analytics or data visualization tools is a plus
Competencies, Skills and Abilities
- Organized and Process-oriented with attention to detail
- Proactive and respectful of duties, timelines and deadlines
- Independent and trustworthy, capable of multi-tasking
- Strong team player
- Ability to establish trust and good communication channels in our network of partners – in particular, to obtain the necessary information
- Ability to embrace remote interactions (e.g. videoconference, phone, email) with an extended number of parties, including the management of EIT ICT Labs
- Ability to convey detailed as well as holistic information verbally or in written form
- Motivated to drive continuous improvement based on analysis

Languages
- Advanced English knowledge (oral and written) required
- Knowledge of any of the languages German, Swedish, French, Finnish, Dutch or Italian is an advantage.

Development opportunities
Getting exposed to a multinational and disciplined work environment and contributing to a growing and recognized organization through professional communication and marketing activities, working in close connection with various functions such as education, research centres and business partners.

Contact
Marianne da Silva, Innovation Excellence Manager EIT ICT Labs; marianne.dasilva@eitictlabs.eu

Starting Date
December 1st 2014 at the latest.

To Apply: Please mail a C.V. and cover letter, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity to Marianne da Silva. In the subject of the email, please precise clearly which position you are going for.

Applications should be submitted before October 17th, 2014.