Project Manager [insert name Professional MOOC]

JOB DESCRIPTION

1. Role

Project Manager for one KIC InnoEnergy MOOC.

2. General framework:

The EIT (European Institute for Innovation and Technology) has selected KIC InnoEnergy as the leading engine for Innovation and Entrepreneurship in sustainable energy in Europe. For achieving this goal, KIC InnoEnergy will foster the integration of education, technology, business and entrepreneurship, to strengthen the culture of innovation.

In terms of energy impact, KIC InnoEnergy focuses on three objectives:
- Decrease the cost of energy in all steps of the value chain (production, transport, distribution, storage and retail),
- Increase the security in operation (intrinsic operation and autonomy),
- Decrease greenhouse gases effects on climate

KIC InnoEnergy was founded as a Societas Europaea or SE\(^1\) company, incorporated in The Netherlands, with 27 European shareholders, all of them key players in the energy field, with top rank industries, research centres and universities. Those 27 entities are geographically attached to one of the 6 Offices (= in Sweden, Poland, Germany, Benelux, France and Iberia). KIC InnoEnergy focuses on the following technology areas within the field of sustainable energy, with full alignment with the Strategic Energy Technologies (=SET)-plan\(^2\).

- European Smart Electric Grid & Electric Storage
- Clean Fossil and Alternative Fuels Energy
- Energy from Chemical Fuels
- Intelligent, Energy-Efficient Buildings and Cities
- Sustainable Nuclear & Renewable Energy Convergence
- Renewables

Besides those 27 shareholders there are associated partners and network partners (up to 220+ altogether) that collaborate actively in the projects and programmes of KIC InnoEnergy.

- KIC resources are invested in four major lines of activities:
  - Design and execution of the education programmes and projects decided yearly in the business plan,
  - Design and execution of the research & technology projects decided yearly in the business plan,
  - Delivery of the so called Highway services to the selected entrepreneurs.
  - Operation of the KIC (holding level and Office Center level).

KIC InnoEnergy delivers, among others, three distinctive outputs:
- The future game changers (Masters, PhDs and Mid-Career engineers) in the energy fields described above with unique ALO (Achieved Learning Outcomes), demonstrating integrated capabilities in engineering, entrepreneurship and innovation management.,
- Technological Innovation for energy processes, in the form of patents, new products and services.

---

\(^1\) European Company (also known by its Latin name Societas Europaea or SE. [http://ec.europa.eu/internal_market/company/societas-europaea/index_en.htm](http://ec.europa.eu/internal_market/company/societas-europaea/index_en.htm)

- Acceleration of start-ups and growth of small enterprises in the above mentioned fields of energy, upon the business ideas developed internally or identified externally.

KIC InnoEnergy is a profit-oriented, but a non-dividend-oriented company reinvesting all profits in further future activities.

Each Office has an equivalent functional organization (besides the normal staff, i.e. finance, communications, ...): one Education officer, one Thematic Leader and one Business Creation executive. The education officers in the Offices act as leaders, animators, coordinators and enablers of multinational education programmes and projects. The Education officers form the Educational Development Unit which is managed by the Educational Director of KIC InnoEnergy.

3. Mission, role and responsibilities

The main mission is to manage the technical, financial, schedule and risks aspects of the MOOC.

- The project manager is responsible for the MOOC results. These comprise in general:
  - Milestones: Delivery of the technical / scientific content which are generally defined by the milestones
  - €: Compliance with the budget
  - Time: Achievement of progress in line with the schedule targets
- The project manager is on top of the actual situation of his MOOC:
  - He/She understands and reports the status of milestones, € and time
  - He/She assesses the risks, understands when results are jeopardized and makes proposals to his/her superior to bring the project back on track
- The project manager manages resources such as finance, legal (contractual work), science & technology, scheduling (meetings, travel etc), administration:
  - He/She needs to understand and guide these resources, however does not necessarily need to be a specialist on all of these topics himself/herself
- Foster and coordinate interactions with other KIC activities (education, business creation, etc.)
- Coordinate project communication and dissemination activities

4. Key Qualifications

More than 3 years of experience as project manager:
- Strong organizational and communication skills proven in multinational, multidisciplinary teams
- Basic technical and market knowledge for the topic in question
- Very fluent in English. Knowledge of additional European languages is a plus.
- Industrial experience
- Trained in the use of a project management method

5. Code of Conduct/Values

Output oriented:
- Executive
- Trustable
- Proactive
- Team spirit
- Foster right working climate
6. Reports to

Office Manager or appointed deputy (hierarchy - hard line) and KIC EDU Director or appointed deputy (functional - soft line)

7. Working team

MOOC partners
- Office Manager
- Office-level Finance Officer
- Office-level EDU Officer
- KIC Educational Director
- KIC MOOC Coordinator
- Office-level BCS Officer

8. Support tools/Processes

- Collaborative environment for project documentation management, provided by KIC central service
- Project Management tool (suggested by KIC)
- Dash Board (provided by KIC)
- Other as deemed appropriate

9. Key milestones and interactions of the Project Manager role

- MOOC Agreement signature
- Dashboard: Monthly OWN project progress assessment
- Every month:
  - Operational (non auditable) cost statement
  - Progress report to Office Manager
- Annual reporting cycle:
  - Auditable cost reporting
  - Performance report
- Recipient and counterpart from KIC side is ALWAYS Office manager