

## **CALL FOR APPLICATIONS - EMA MANAGEMENT BOARD**

**Position:** Director of Research and Innovation Unit

**Duration:** 1 year commitment

**Application Deadline:** 24 July 2022

**Start Date:** 01 August 2022

**Location:** Remote with potential travel opportunities

**Type of Position:** Voluntary

### **Director of the Research and Innovation Unit**

EMA is looking to appoint a Director of Research and Innovation. This unit is responsible to steer EMA forward taking into account its research/scientific goals, such as relevant Sustainable Development Goals. The Director role is a strategic position within the EMA Management Board.

The research and innovation unit focuses on identifying adequate directions and opportunities as well as innovative areas for EMA projects. This unit is responsible for developing the necessary strategic actions that will lead to successful project implementation. The Unit explores how to make EMA more efficient and versatile. It strives to establish collaboration with similar goals (e.g. Marie Curie Alumni Association). Additional goals would be to increase the amount of academic and general content in EMA-led events (e.g. General Assembly), to explore prospects in the academic world for members of EMA and to support other teams when preparing proposals for academic funding.

This unit will also find and review Horizon H2020, Erasmus+ and other relevant funding schemes to be passed on to the Project Support Unit.

Learn more about EMA's Units [here](#).

### **Candidate Profile:**

#### **Required**

- Minimum of 3 years past experience in the field of research and innovation, preferably focusing on strategy development;
- Degree in a relevant research field, preferably holding a PhD;
- Strong coordination skills;

- Fluency in English (both written and spoken) is a must.

#### Preferred

- International experience or international exposure to best practices in project management;
- Experience/knowledge in PM processes and open source PM tools (e.g. PCM, Open PM2, others);
- Experience/knowledge in principles and techniques of EU projects planning;
- Experience/knowledge in Data Management Platform;
- Experience/knowledge in international grant application and bid management processes;
- Experience/knowledge in non-academic collaborations and knowledge transfer activities.

#### Responsibilities:

- Build a network of research and innovation contacts across EMA (linking like-minded as well as interdisciplinary courses) and drive the community towards research and innovation;
- Create an internal wave of understanding and Sustainable Development Goals;
- Involve in the development of action plans according to EMA's vision, objectives and aims;
- Design, develop and manage the research and innovation agenda of key EMA priorities;
- Drive collaboration and innovative thinking in EMA to help support partnerships and organizational growth;
- Advise EMA leaders and teams members and partners on new project directions;
- Build out a core team of go-to people within the R&D unit and devise a clear strategy for engagement and collaboration;
- Lead by setting high standards and live by these standards, mentor co-workers and instil inspiration to them and remain optimistic in challenges scenarios;
- Ensure that the implementation of the projects are of the highest quality and relevant to the mission and vision of EMA;
- Support the organisation and preparation of materials for meetings, events or other internal/relevant stakeholder engagement activities.

*For detailed objectives and functions of the Research and Innovation Unit, refer to [EMA's Internal Regulations](#), clause 2.*

## **Potential Benefit**

The position is on a volunteer basis, and you will be able to:

- Gain international multidisciplinary experience in non-profit organization management;
- Develop a strategic mindset and leadership skills;
- Develop a profound understanding of EU Higher education and political landscape;
- Contribute towards addressing societal challenges and be a positive influencer;
- An inclusive and friendly work environment;
- Access to a unique network and other services;
- Occasionally, sponsored international travel when required for meetings or events, such as the EMA General Assembly, ESAA Capacity Building Training, seminar, and so on.

## **Application Requirements:**

- Proof of approval as an Ordinary member from the community portal;
- CV / Resume stating only relevant experience for the position;
- Motivation letter (max 200 words);
- Presentation deck (max 5 slides, About, Motivation, Plan for 1 year);
- Video/Audio pitch (maximum 1,5 mins):
  - What do you plan to contribute to EMA and the Management Board?
  - How do you want to lead your Unit?
  - What is your leadership style - what type of leader are you?
- 2 Recommendation letters containing contact details (email and phone number).

*An [“Ordinary” Member](#) can apply as a candidate for the Management Board and vote in the elections during the General Assembly, in the manner as prescribed in the Internal Regulations.*

Submit your application [here!](#)