

EIT Health France Data Management Project Assistant

EIT Health France, 4 square Jussieu, Tour 34, 2nd floor, 75005 Paris.

JOB TITLE:

EIT Health France Data management: **Project Assistant**

KEY WORKING RELATIONSHIPS:

- Reporting to the (CLC) Co-Location Public Affairs, Valorisation and Communication Officer
- Reporting to the (CLC) Co-Location Innovation Manager
- Supporting the CLC partners
- In close collaboration with the CLC Operation Manager.

ABOUT EIT HEALTH:

EIT Health - a Knowledge and Innovation Community (KIC) under the umbrella of the European Institute of Innovation and Technology (EIT) - is focused 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 from smaller companies to larger industry, excellent academic and research institutions, as well as public sector organisations, to promote healthy living, support active ageing and improve healthcare by removing barriers to innovation, promoting talent and education, leveraging enabling technologies and exploiting big data.

EIT Health's headquarter is located in Munich and develop its activities across a network of co-location centres in six cities: Paris, London, Barcelona, Rotterdam, Stockholm and Mannheim. In addition, the InnoStars office in Budapest involves partners from Hungary, Italy, Poland and Portugal. EIT Health includes more than 140 partner organisations.

EIT Health comprises 3 pillars: Innovation (Projects), Business Creation (Accelerator), and Education (Campus). EIT Health Innovation projects build on multidisciplinary collaboration of EIT Health non-academic and academic partners and are driven by societal challenges within the thematic scope of EIT Health. The ultimate objective of the projects is the rapid market penetration of innovative products and services. The EIT Health Accelerator creates an ecosystem where innovation can thrive. It gathers the best and brightest health industry entrepreneurs, and provides them with the support, skills and services that they need to get their ideas off the ground and into the market. EIT Health Campus is EIT Health's brand for excellence in education, which supports students, professionals, executives and citizens in the transformation of health and healthcare by establishing a group of change agents with the necessary knowledge, skills and connections to lead the radical transformation that is needed.

PURPOSE OF THE ROLE AND MAIN RESPONSIBILITIES:

To meet the growing tasks of the EIT Health France “Communication, Valorisation and Public Affairs team”, we are seeking an EIT Health France Data Project Assistant, who will support our external affairs activities and projects with policy makers, and national and regional key stakeholders in health.

As EIT Health France **Data Project Assistant** you will take over the following tasks:

- Data collection and mapping strategy, Database restructuring and updating
 - Data mapping (contacts, projects, partners, budgets, etc)
 - Databases consolidation
- Data report, analysis and monitoring with following tools:
 - Using Disqover tool
 - Plaza
- Training and assistance to EIT Health team on following activities
 - GDPR best practices implementation
 - Cybersecurity best practices
 - Podio assistance

PERSON SPECIFICATION

- The future employee will come from higher education programmes:
 - Engineering school
 - Master of Mathematics / Statistics
 - Business School with a marked analytical aspect
- Fluent English speaking and in addition to his/her mother tongue.
- Sense of analysis and observation
- Rigor and concentration
- Talent of communication and pedagogy
- CRM & data basis project management
- Data analysis
- Knowledge of data regulatory (droit NTIC)

JOB CONTRACT SPECIFICATION

- Full time
- 4 to 6 months internship

APPLICATION PROCEDURE

Please send a CV and cover letter to jerome.fabiano@eithealth.eu

APPLICATION DEADLINE

20 September 2019