



JOB DESCRIPTION (Job Code: 2021#02)

Job Title:	Capability Manager		
Department:	Secretariat of the Association		
Location:	Donostia / San Sebastian (Spain)		
Travel required:	Yes, up to 10-20% of the working days, mainly within the European Union		
Report to:	Business Manager		
Job Category:	Manager	Type of position: Full-time: <input checked="" type="checkbox"/>	Hours: 40 / week
Remote working policy:	Telecommuting allowed; remote working allowed part of the time.		
Role and Responsibilities			
<p>The Capability Manager will be responsible of establishing and maintaining the necessary contacts with the relevant external and internal end-user stakeholders in order to ensure that the new technology development actions to be conducted by EACTDA are aligned with their needs and priorities. The Capability Manager will share with the Business Manager the Customer and Stakeholder management function and it will directly report to the Business Manager.</p> <p>In addition, other responsibilities of the Capability Manager will include:</p> <ul style="list-style-type: none">• Working closely with clients, technicians, and managerial staff and serving as a liaison between all of them.• Participating in the prioritization of initiatives based on business needs and requirements.• Capturing and managing end-user requirements from all the end-user.• The ability to influence stakeholders and work closely with them to determine acceptable solutions.• Playing the role of the “end-user” on a daily basis with the development teams.• Ensuring solutions being developed meet business and end-user needs and requirements.• Managing and performing user acceptance testing.• Managing, coordinating and organizing innovations’ assessment, validation, uptake and adoption activities. <p>The ideal candidate should have:</p> <ul style="list-style-type: none">• Exceptional analytical and conceptual thinking skills.• Advanced technical skills.• Excellent documentation skills.• Knowledge and experience organizing Hackathon type of events.• Knowledge and experience in assessing of technical and societal innovations in all stages of development.			
Work Experience requirements			
Required:	<ul style="list-style-type: none">• Proven experience in security research projects of the European Commission research and innovation programmes or in similar programmes.• Proven experience as business analyst, product owner, or similar positions.• Experience with software development related projects.		



Desirable:	<ul style="list-style-type: none">• Experience in handling European Union Classified Information (EUCI).
Qualifications and Education Requirements	
Required:	<ul style="list-style-type: none">• Excellent documentation skills.• Excellent command / highly proficient in spoken and written English.
Desirable:	<ul style="list-style-type: none">• Bachelor's degree.• Certification in Microsoft Office applications.• Certification in Project Portfolio, Project Programme, and/or Project management.• Certification in Business Process Modelling.• C1 Effective Operational Proficiency certification in English language (or higher).
Notes	
<p><u>Note</u>: this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time, with or without notice, in order to respond to the needs of the Association.</p>	