

## European Project Assistant

### Vacancy – Terms of reference

### Job description

**PURPOSE:** The European Project Assistant will support the scientific coordination and monitoring of activities within Horizon 2020 and European projects. This includes tracking project progress, ensuring alignment with scientific objectives, facilitating technical reporting, and supporting data management. The role requires strong analytical skills, familiarity with scientific research methodologies, and experience in EU-funded research projects. The European Project Assistant will work in close collaboration with and provide direct support to the Director of the Service Centre, Prof. Basset, acting as a liaison between the departments of the Service Centre (Communication, Training, ICT, Networking, Administration) as well as the other Common Facilities of LifeWatch ERIC and its National Distributed Centres.

**JOB TITLE:** European Project Assistant;

**LOCATION:** Service Centre premises in Lecce, Italy;

**POSITION:** Full-Time, 12 months;

**FUNDING RESOURCES:** Horizon 2020 and Horizon Europe Projects.

### Main responsibilities

- They will monitor the progress of scientific activities within Horizon Europe and residual Horizon 2020 projects, participate in online and in presence Project Meetings;
- They will assist in the preparation of technical reports and deliverables, ensuring compliance with EC requirements;
- They will support data collection, analysis, and management related to project activities;

- They will coordinate collaboration among research teams, project partners, and funding agencies;
- They will track project milestones, ensuring timely completion of scientific tasks and objectives;
- They will organise and provide support for project meetings, workshops, and scientific events organisation;
- They will assist in the dissemination of scientific results and project findings, ensure proper documentation and record-keeping for audits and project evaluations;
- They will provide direct support to the Director of the Service Centre, Prof. Basset, in overseeing project execution and coordination;
- They will act as a liaison between the departments of the Service Centre and the Common Facilities of LifeWatch ERIC and its National Distributed Centres to ensure smooth communication and integration of the activities, and prepare and follow up amendment requests and Third Parties' Agreements, when necessary.

## The ideal candidate should meet the following requirements

- Master's degree in Environmental Science, Biology, Ecology, ICT or a related scientific field;
- Experience in monitoring and coordinating research activities, preferably within EU-funded projects (Horizon Europe/H2020);
- Knowledge of scientific methodologies and project monitoring tools;
- Strong organisational and analytical abilities;
- Excellent communication skills in English (written and spoken); knowledge of other EU languages is a plus;

- Ability to work in an international and multidisciplinary team;
- Flexibility to travel when needed for the purposes of the projects.

## The vacancy is subject to the following procedure

- A **short covering letter** and **Curriculum Vitae** <sup>1</sup> (**EUROPASS format and annexes, 4 pages at the most**) shall be written in English and addressed to **Professor Alberto Basset** by **28 February 2025**. Please use the form available at this link: <https://zfrmz.eu/yBvGKNC3ARBRKJxzoYK4>
- The selection process will follow the Employment Policy of LifeWatch ERIC;
- Only shortlisted candidates will be re-contacted. Selected candidates may be called for an interview. Interviews will take place from **10 March 2025 to 24 March 2025**;
- The selected candidate will be appointed for a 12-month period. A competitive gross salary, 35.000,00 - 38.000,00 € based on the qualifications and experience of the candidate, will be offered. Employment will be in Italy, and follow the Italian employment law;
- This position is Full-Time. The main office will be located at the Service Centre premises in Lecce, Italy, without prejudice to the establishment of others in the future;
- Start date in office for the **European Project Assistant: 01 April 2025**.

**LifeWatch ERIC is an equal opportunity employer, and encourages all qualified candidates to apply, regardless of ethnicity, gender, age, national origin, or sexual orientation.**

---

<sup>1</sup> According to Italian Privacy Protection Law n. 196/03, any resume not mentioning explicitly the following wording: 'I authorise the use of my personal data in accordance with Italian Privacy Protection Law (30/06/2003, n. 196/03), will be automatically deleted from our database and consequently not taken into consideration.