

Junior Project Manager

Job Vacancy

Job description

PURPOSE: The Junior Project Manager is responsible for providing administrative and technical advice and support to project managers, third parties, contractors and other project participants in areas such as project planning, implementation, reporting and monitoring. Under the supervision of the Global Project Manager, the position holder will support the compliance of LifeWatch ERIC's participation in all international initiatives and projects.

JOB TITLE: Junior Project Manager;

LOCATION: Statutory Seat premises in Sevilla, Spain;

POSITION: Full-Time, temporary replacement contract;

FUNDING RESOURCES: Projects Marine SABRES; MARBEFES; ANERIS; MARCO BOLO; eDNAqua-plan; DTO-BioFlow; OSCARS; Os Trails; PERMAGOV; EOSC Beyond.

Main responsibilities

- They will support the day-to-day management of multiple projects, from planning to deployment, ensuring compliance with deadlines, contractual obligations, and reporting requirements;
- They will participate in the preparation of the technical and financial reports and statements;
- They will help with the participation of LifeWatch ERIC in project meetings and contribute to an effective communication within the project team and the external project partners;

- They will follow up the scientific and technical execution of the projects carried out by the researchers, technologists and other related stakeholders, ensuring timely submission of the deliverables and reporting the execution of activities to internal and external stakeholders;
- They will ensure compliance with the agreed data management methodologies;
- They will maintain accurate and updated project-related documentation, including activity records and financial reports to ensure compliance with auditing requirements, and they will organise and oversee project audits as needed;
- They will support the financial and administrative management of grants, monitoring the preparation of (annual/interim) cost statements for projects and ensuring that expenses comply with funding body regulations;

The ideal candidate should meet the following requirements

- A Bachelor's degree in Life Sciences or Engineering. Equivalent training or relevant professional experience is also desirable;
- Minimum 3-year experience in managing research or innovation projects, funded under the H2020 or Horizon Europe Frameworks;
- Proven experience on working with scientific and/or ICT-related projects;
- Proficiency in English (Level C1 or beyond, both written and spoken);
- Strong organisational and communication skills, proactive managerial skills, ability to work collaboratively in multidisciplinary, international, and multilingual teams;
- Availability to travel abroad occasionally according to the specific working needs of this position;
- High level of responsibility and high-standard work ethics;

The vacancy is subject to the following procedure

- A **short covering letter** and **Curriculum Vitae**¹ (EUROPASS format and annexes, 4 pages at the most) shall be written in English and submitted by **05 August 2025**. Please use the form available at this link: <https://zfrmz.eu/QQvAsdQPIHJ0mY31FzRF>;
- 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 **06 August 2025 to 29 August 2025**;
- A competitive gross salary, 35.000,00 - 45.000,00 € based on the qualifications and experience of the candidate, will be offered. Employment will be in Spain, following Spanish employment law and subject to a 180-day probation period;
- This position is full-time, with undefined length contract due to the replacement. The contract can be extended in case there is available funding resources.
- The main office will be located at the Statutory Seat premises in Sevilla, Spain, without prejudice to the establishment of others in the future;
- Start date in office for the **Junior Project Manager: 15 September 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.

¹ According to Spanish Ley Orgánica 3/2018, any resume not mentioning explicitly the following wording: 'I authorise the use of my personal data in accordance with Ley Orgánica 3/2018' will be automatically deleted from our database and consequently not taken into consideration.