

Seville, 10th March 2022

Operational Support Assistant for ICT-Core & FEDERTECH Offices

Vacancy – Terms of reference

A. Job description

JOB TITLE: Operational Support Assistant for ICT-Core & FEDERTECH Offices -OSAICFO-

LOCATION: LifeWatch ERIC ICT-Core premises in Andalusia (Spain)

POSITION: Full-time

FUNDING RESOURCES: LifeWatch ERIC ICT-Core in Spain - Andalusia ERDF Projects Framework 2014 - 2020 (POPE)

B. Main responsibilities

I. S/he will work under the supervision of, and directly report to, the Head of ICT-Core and FEDERTECH Offices, or a person delegated in this regard;

II. In general terms, s/he will provide logistic support as needed for LifeWatch ERIC ICT-Core and FEDERTECH office staff, being responsible for supplies management, distribution, storage and possible issues, and in that sense will be in direct contact with suppliers;

III. S/he will manage and coordinate LifeWatch ERIC ICT-Core & FEDERTECH office visits and appointments, answering phones, providing information and greeting guests, as well as organise incoming and outgoing mail, fax and package deliveries on a daily basis;

IV. S/he will organise and maintain a clean, efficient and confidential working area and reception desk;

V. S/he will secure the building at the close of each working day and implement security protocols, in addition to input guest and visitors into the security system;

VI. S/he will provide administrative support as needed for LifeWatch ERIC ICT-Core and FEDERTECH office staff, and also train new employees on office workflows and procedures;

VII. S/he will support in Citizen Science activities, and events organisation under the LifeWatch ERIC framework by supporting the schedule, logistics and development of such actions, including relations with coordinators and suppliers.

C. The ideal candidate should meet the following requirements:

1. Have at least a three-year university degree or equivalent qualifications in Environmental Sciences, Politics, Management and/or Public Relations;
2. 2-3 years of accredited professional experience as collaborator/assistant at European level in research infrastructures, universities, agencies, European institutions or international organisations, on international projects and initiatives;
3. Accredited professional experience in the dissemination of science, in particular in the biodiversity area, ecosystem research and bioinformatics;
4. Experience in liaising with groups, associations, partners as well as in coordination and support of official campaigns and projects;
5. Excellence in guest service and care, as well as spoken fluency in English (at least B2 level) and Spanish (LifeWatch ERIC ICT-Core and FEDERTECH premises allocation);
6. Advanced knowledge of MS Office (Word, Excel, Power Point); knowledge in Graphic Design software will be also considered;
7. Proven organisation and communicative skills, proactivity, capacity of working in teams and under tight deadlines, in international environments and in multi-language contexts;
8. Be available to travel abroad according to the specific working needs of this position;
9. High-standard work ethic.

ASSETS

- Experience and understanding on environmental initiatives, in particular dealing with diverse stakeholders (e.g., Citizen Science activities, etc.);
- IT skills: MS Office package. Graphic Design software;
- Understanding of structure, functioning and regulation of the European Research Infrastructure Consortia (ERICs), in particular ICT, biodiversity and ecosystem areas.

D. The vacancy is subject to the following procedure

- A short covering letter and Curriculum Vitae¹ (EUROPASS format and annexes, 4 pages at the most) shall be submitted to the Chief Technology Officer-Director ICT-Core -cto@lifewatch.eu- and in cc to ictoffice@lifewatch.eu, by **25th March 2022**. Please write "**Operational Support Assistant for ICT-Core & FEDERTECH Offices -OSAICFO-**" in the mail subject;
- The selection process will follow the Employment Policy of LifeWatch ERIC;
- S/he will be appointed for an 18-month period, yearly renewable. A competitive gross salary, based on the qualifications and experience of the candidate, will be offered. Employment will be in Spain, follow Spanish employment law and be subjected to a 180-day trial period;
- This position is a full-time job. Her/his main office will be located at the LifeWatch ERIC ICT-Core premises in Seville (Spain), without prejudice to the establishment of others in the future;
- Start date in office for the appointed person: **April 2022**.

¹ Special note for Italian market: 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.