

Seville, 10th March 2022

Technical Assistant for Construction Projects Supervision

Vacancy – Terms of reference

A. Job description

JOB TITLE: Technical Assistant for construction projects supervision of the LifeWatch ERIC ICT-Core.ES / Andalusia ERDF

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), specific INDALO Project (Ref. LIFEWATCH-2019-04-AMA-01)

B. Main responsibilities

- S/he will work under the supervision of, and directly report to, the IP of the Andalusia ERDF projects.

B.I. Construction Projects Supervision

- S/he will manage the execution of construction projects;
- S/he will also review the designs of construction project proposals offered by third parties;
- S/he will check that the construction works are being carried out in accordance with the technical specifications and the defined deadlines;
- S/he will control and monitor the project budgets;
- S/he will perform the quality control of the execution, materials and techniques used;

- S/he will prepare the execution monitoring reports ("certifications"), as well as all the associated legal requirements;
- S/he will collect and keep all the related documentation;
- S/he will prepare associated statements and activity reports;
- S/he will technically support the resolution of possible incidents that occur during the execution of the construction work.

B.II. Health and Safety

- S/he will support the definition of the health and safety plans according to regulations;
- S/he will coordinate and verify the application of the health and safety regulations on the construction site.

B.III. Tender Support

- S/he will provide technical support for the preparation of tenders.

C. The ideal candidate should meet the following requirements:

1. Minimum qualification: Degree in Building Engineering and/or similar;
2. Diploma in Quantity Surveyor is compulsory;
3. Master's in Health & Safety coordination in construction industry is also a requirement;
4. Minimum three-year experience in a similar position in the following 3 areas:
 - a. Construction architectural technician (projects design)

- b. Material work execution of direction office and site
 - c. Health and safety coordinator.
5. Experience as technician on contractor construction companies will also be considered;
 6. Experience working with multidisciplinary teams, including property, technical support and contractor;
 7. Ability to work under tight deadlines with changing priorities, availability to occasionally work beyond office hours and on weekends as required;
 8. Availability to travel abroad accompanying the Head of ICT-Core/FEDERTECH Offices, and the rest of the Office staffers;
 9. High-standard work ethic;
 10. Excellent presentation and reporting skills, fluency in written and spoken Spanish (ERDF regulations compulsory issue, and ICT-Core/FEDERTECH Offices premises hosted by Spain);
 11. Good reporting skills, fluency in written and spoken English, the working language of LifeWatch ERIC;
 12. Experience in preparing reports on construction project management;
 13. Experience in preparing reports on quality/health compliance to standards.

ASSETS

- Certified as judicial expert related to issues in the construction industry;
- Expert-level-knowledge of AutoCAD;
- Advanced knowledge of Windows and Office Packages;
- Advanced knowledge of construction management software (PRESTO, etc);
- Knowledge in modular construction software (BIM);
- Experience in the preparation of public tenders;
- Knowledge on bio-construction and traditional construction techniques.

D. The vacancy is subject to the following procedure

- A short covering letter and Curriculum Vitae¹ (EUROPASS format and annexes, 6 pages at the most) shall be submitted to the Chief Technology Officer -Director of ICT-Core cto@lifewatch.eu and in Cc to ictoffice@lifewatch.eu by 25th March 2022. Please write "Technical Assistant for Construction Projects Supervision -TACPS-" in the mail subject;
- The selection process will follow the Employment Policy of LW 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 subject to a 180-day trial (probation) period;
- This position is a full-time job. Her/his main office will be located at the LifeWatch ERIC ICT-Core/FEDERTECH 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.