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


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.

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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.