

# Project Administrative Coordinator

## Vacancy - Terms of Reference

### A. Job description

**JOB TITLE:** Project Administrative Coordinator

**PURPOSE:** The Project Administrative Coordinator is responsible for providing **financial and administrative** advice and support services to designated staff, project managers, third parties, contractors and other project participants in areas such as project planning, implementation, reporting and monitoring. Under the supervision of the Chief Financial Officer, the position holder will ensure the legal and financial compliance of LifeWatch ERIC's participation in all international initiatives and projects. The Project Administrative Coordinator is in continual contact with responsible project managers so as to ensure the smooth implementation of projects, and sees that LifeWatch ERIC policies and procedures are followed and financial, legal and administrative obligations are fulfilled

**LOCATION:** LifeWatch ERIC Statutory Seat Office (SSO), Seville, Spain

**POSITION:** Full-time, 12 months with the possibility of renewal on a yearly basis for a maximum of 48 months in total

### B. Main responsibilities

1. S/he will facilitate the financial and administrative management of grants; monitoring the preparation of (annual/interim) cost statements for projects and ensuring that expenses are properly incurred and are fully eligible under the rules of the funding bodies;

2. S/he will engage with project managers and administrative staff involved in the implementation of projects (Finance, Administration and Personnel), partner organisations and other relevant parties to provide regular and end-of-year narrative and financial coordination and reporting;
3. S/he will monitor the financial project reporting systems and procedures, ensuring compliance with internal project management and reporting principles;
4. S/he will draft legal documents (and subsequent amendments, if applicable) related to projects and also monitor and conduct the administrative follow-up of projects to identify issues and recommend solutions in order to ensure ongoing project compliance and risk management. This includes:
  - Drafting of legal documents such as Grant Agreements, consortium agreements and other contracts necessary for the involvement of third parties in activities where LifeWatch ERIC is a partner.
  - Performing the initial legal review of project agreements to assess if standard terms and conditions are satisfactory or if additional clauses are required, and liaising with the LifeWatch ERIC legal advisor as needed.
  - Collaborating with project managers on project closures and reviewing completed activities to confirm that all deliverables have been received and all financial transactions have been recorded.
5. S/he will consolidate all financial and legal information related to the participation of LifeWatch ERIC in international projects;
6. In collaboration with the Scientific Coordinator and the various project managers, s/he will coordinate project staff management activity to maximise the use of resources;
7. S/he will monitor reporting deadlines and report on the financial status of all projects to the Chief Financial Officer, and will support the calculation of accruals at the end of each fiscal year in collaboration with the project managers and Finance Department;

8. S/he will support the activities of the Statutory Seat Office in the area of financial and human resource management.

## **C. The ideal candidate should meet the following requirements**

### **Technical skills**

1. A university degree in Business Administration, Law or Social Sciences with a solid background in legal and financial management of international projects;
2. 10 years' professional experience working in international organisations and/or in research infrastructures and/or in large European/international projects, with particular exposure to the EU Framework Programmes (FP6 to Horizon Europe);
3. Experience in planning and tracking of budgets and coordinating the preparation of project periodic and final financial reports following the guidelines of the EC under the H2020 Programme;
4. Understanding of the structure, functioning and regulation of the European Research Infrastructure Consortia (ERICs) legal framework;
5. Proven organisational and communicative skills, keen in working in a team and organising/coordinating teams, as well as working under tight deadlines, in international environment and multi-language contexts;
6. Excellent knowledge in written and spoken English. Skills in other European working languages are desirable.

### **Personal skills**

1. Dependability with a strong work ethic;

2. Capacity to focus on details and ability to produce clear and accurate output under time constraints;
3. Flexibility, creativity, resourcefulness and good judgement in interpreting policies and applying procedures to suit new or different circumstances;
4. Ability to work under pressure;
5. Excellent organisational skills;
6. Ability and willingness to occasionally deal with general administrative tasks;
7. Excellent communication skills with a positive energy and ability to function in an international environment.

## **D. The vacancy is subject to the following procedure**

A short covering letter and Curriculum Vitae (EUROPASS format and annexes, 4 pages at the most) shall be submitted to the Chief Financial Officer at [cfo@lifewatch.eu](mailto:cfo@lifewatch.eu) and [hiring@lifewatch.eu](mailto:hiring@lifewatch.eu) by 10 February 2023. Please write "Project Administrative Coordinator" as the email subject;

- The selection process will follow the Employment Policy of LifeWatch ERIC;
- A competitive salary, based on the qualifications and experience of the candidate, will be offered.
- Employment will be in Spain, will follow the Spanish employment law and be subjected to a 180-day trial period;
- The workplace for this position is the LifeWatch ERIC Statutory Seat office in Seville (Spain);
- The successful candidate is expected to start work as soon as possible.

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