H2020 Projects Administrative & Technical Assistant

Vacancy – Terms of reference

A. Job description

JOB TITLE: H2020 Projects Administrative & Technical Assistant

PURPOSE: S/he will be supporting in the accomplishment of H2020 (ENVRI FAIR, DOORS, etc.) administrative tasks, management of related web platform users and requests

LOCATION: Service Centre premises in Lecce, Italy

POSITION: Full-time, 12 months

FUNDING RESOURCES: Various H2020 Projects

B. Main responsibilities

- S/he will be responsible for keeping the documentation in order, maintaining hard and digital copies, processing administrative information and files, reporting to the Administrative Officer;

- S/he will support staff in processing mission requests and refunding, purchase requests, maintaining calendars and administrating conference platforms, filling in personnel time sheets, reporting to the Administrative Officer;
• S/he will be in charge of European project requests regarding relevant staff members, reporting to Service Centre ICT Staff;

• S/he will responsible for managing users and their requests on the available web platforms, reporting to Service Centre ICT Staff.

C. The ideal candidate should meet the following requirements

• University degree or equivalent qualifications in foreign languages, humanities, social science, political science or economics;

• At least 1 year in a similar role;

• Excellence in writing and editing as well as spoken fluency in English (C1 level), and good command of oral and written Italian. Knowledge of other European languages is an asset;

• Expert use of MacOS and MS Office and main conference platform systems. Proven knowledge of CMS Wordpress. Knowledge of Zoho suite functioning is highly desirable;

• Ability to work under tight deadlines with changing priorities, availability to occasionally work beyond office hours and on weekends;

• Proven organisation, management and communicative skills, willingness to work in team and in international environment and multi-language contexts.

D. 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 addressed to the Administrative Officer by 26 July 2022. Please use the form available at this link: https://zfrmz.eu/00Tg7m9cfVR050h9fXlp;

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 with the Administrative Officer. Interviews will take place from 28 July 2022 – 12 August 2022;

S/he will be appointed for a 12-month period. A competitive gross salary, €25,000.00 - €28,000.00 based on the qualifications and experience of the candidate, will be offered. Employment will be in Italy and follow Italian employment law;

This position is full-time. Her/his main office will be located at the Service Centre premises in Lecce, Italy, without prejudice to the establishment of others in the future;

The start date in office for the H2020 Projects Administrative & Technical Assistant is 01 September 2022.

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

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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.