

Seville, 8 August 2022

EU-LAC Fundraising, Networking & Projects Manager (EULAC_FNPM)

Vacancy – Terms of reference

A. Job description

JOB TITLE: EU-LAC Fundraising, Networking & Projects Manager (EULAC_FNPM)

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

POSITION: Full-time

FUNDING RESOURCES: ResInfra CSA and Multiregional Operational Programme Spain – ERDF (European Regional Development Fund) 2014–2020, for actions related to LifeWatch ERIC

B. Main responsibilities

- S/he will work under the supervision of, and directly report to the CTO/Head of ICT-Core and FEDERTECH Offices, or a person delegated in this regard;
- As EULAC_FNPM, s/he will assist in the EU-Latin American and Caribbean Projects framework regarding scientific, technical and innovation tasks, activity and deliverable development and project follow-up.

B.I. Fundraising and Networking

- S/he will monitor and/or find European, Latin America and Caribbean international calls for proposals (Horizon Europe, Interreg-Territorial Cooperation Programmes, Digital Europe, NDICI, etc.) and be responsible for identifying funding opportunities to best achieve LifeWatch ERIC's objectives, expand its areas of activities and trigger innovative approaches;
- S/he will operatively coordinate/support proposal development, gather relevant documentation, support the LifeWatch ERIC team in building project proposals, establish international links and connections between academic and public sectors, public and private institutions, trade and industry and international project broadcasting, and outline the financial and working plan;
- In order to accomplish the objectives cited in the previous bullet points, s/he will support the development and coordination of the accompanying networking activities.

B.II. Project Management

- **Management:** S/he will (1) Follow up the activities carried out by the researchers, technologists and other related stakeholders; (2) Keep all the documentation related to project activities; (3) Establish comparison studies and conduct proficiency testing of every task; (4) These activities will also be performed in tight coordination with and under the supervision of the ICT Core-FEDERTECH Office and the SSO Overall Project Managers;

- **Reporting:** S/he will (1) Carry out periodic checks on all the procedures under her/his responsibility; (2) Keep all the documentation regarding the figures contained in the report for auditing purposes; (3) Prepare associated statements and activity reports;
- **Auditing:** S/he will assist in the establishment of LifeWatch ERIC internal checks, including internal audits, to enhance the effective and efficient use of available resources;
- **Budgeting:** S/he will assist the Principal Investigator and the rest of the LifeWatch ERIC stakeholders in the preparation and review of the budgets corresponding to the European, Latin America and Caribbean international projects.

C. The ideal candidate should meet the following requirements:

- Minimum 3-year university degree or equivalent qualifications in International Relationships, Politics Management, Project Management and/or Public Relations;
- 5 years of accredited professional experience as a collaborator/assistant at a European, Latin American and Caribbean level on international projects and initiatives;
- Accredited professional experience in fundraising, knowledge of European, Latin America and Caribbean funding schemes and a positive record of successful application procedures;
- Experience in liaising with groups, associations and partners as well as in coordination with and support of official campaigns and projects;
- 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 location);
- Advanced knowledge of MS Office (Word, Excel, Power Point);

- Proven organisation and communication skills, proactivity, capacity to work in teams and under tight deadlines, in international environments and in multi-language contexts;
- Availability to travel abroad according to the specific working needs of this position;
- High-standard work ethic.

ASSETS

- Proven experience in working in EU-LAC Government Agencies for International Relationships affairs;
- Experience and understanding of fundraising initiatives, in particular dealing with diverse stakeholders (e.g., Citizen Science activities, etc.);
- IT skills: MS Office package;
- Understanding of the structure, functioning and regulation of European Research Infrastructure Consortia (ERICs), in particular regarding ICT, biodiversity and ecosystems.

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 submitted to the Chief Technology Officer/Head of ICT-Core

¹Special 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.

FEDERTECH Office cto@lifewatch.eu and in cc to ictoffice@lifewatch.eu, by **31 August 2022**. Please write "**EU-LAC Fundraising, Networking & Projects Manager (EULAC_FNPM)**" in the email subject;

- The selection process will follow the Employment Policy of LifeWatch ERIC;
- S/he will be appointed for a full-time position. 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 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 (Andalusia, Spain), *without prejudice to the establishment of others in the EU-LAC area in the near future*;
- Start date in office for the appointed individual: **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.