Sustainable Urban Habitats for Biodiversity-friendly Cities Technical Assistant -SUH_BfCTA-

Vacancy – Terms of reference

A. Job description

JOB TITLE: Sustainable Urban Habitats for Biodiversity-friendly Cities Technical Assistant -SUH_BfCTA-
LOCATION: LifeWatch ERIC ICT-Core premises in Seville, Andalusia (Spain)
POSITION: Full-time
FUNDING RESOURCES: LifeWatch ERIC ICT Core – Multi-regional Operational Programme for Spain ERDF (European Regional Development Fund) 2014-2020, for actions related to LifeWatch ERIC e-infrastructure located in the Autonomous Community of Andalusia; other modalities of ERDF (2021-2026), Next Generation, and Horizon Europe Funds
COMPENSATION: Competitive salary, commensurate to degrees and relevant experience

B. Main responsibilities

I. S/he will work under the supervision of, and directly report to, the PI of LifeWatch ERIC for the ERDF Projects, the CTO/Head of ICT-Core and FEDERTECH Offices, and/or the person(s) he may delegate, for the carrying out of the following tasks, activities and deliverables:

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(1) The following up of the day-to-day of the activities carried out by LifeWatch ERIC projects in relation to, among others, the following: (a) Urban Biodiversity; (2) EU Green Infrastructure; (3) Geo-design and (4) Green Ports topics;

(2) Provision of support to ICT staff members, in gathering users’ requirements for the co-design of the relevant LifeWatch ERIC Urban Biodiversity VREs and e-Tools;

(3) Support in the development and estimation of the associated socio-economics and governance KPIs (key performance indicators) and their standards;

(4) Support in the drafting of proposals, projects and initiatives at regional, national, EU and international levels.

C. The ideal candidate should meet the following requirements:

- University degree or equivalent qualifications in International Affairs, Governance and/or Administration;
- MSc in Public Administration and Management will be also taken into account;
- Accredited professional experience on International Affairs and Cooperations in International Bodies, either at public or private level(s);
- Proven professional experience in activities related to urban (environmental) planning projects under the rules of EU frameworks;
- Experience in liaising with stakeholders and other Public Relationships activities for Urban Habitats co-design (experience in Communications Department) will also be highly considered;
- Excellence in writing and editing, as well as spoken fluency in English (C1/C2 level);
- Excellence writing and editing, as well as spoken fluency in Spanish (C1/C2 level);
Proven organisation and analytical skills, capable of working in teams and under tight deadlines, in international environments and multi-language contexts;

Willingness to travel abroad according to the specific working needs of this position;

High-standard work ethic.

ASSETS

Accredited knowledge on International Administration in Legal and Global Governance schemes;

Essential-compulsory IT skills: Accredited knowledge on (a) MS Office package; (b) ZOHO System and (c) Geographic Information Systems;

Understanding of structure, functioning and regulation of the 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 Vitae¹ (EUROPASS format and annexes, 5 pages at the most) shall be submitted to the CTO/Head of ICT-Core cto@lifewatch.eu, and in cc to hiring@lifewatch.eu, by 27 December 2022. Please write "SUH_BfCTA Candidature" in the email subject;

The selection process will follow the Employment Policy of LifeWatch ERIC;

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.

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- 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 subject to a 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 (Spain), without prejudice of the establishment of others in the future;

- Start date in office for the appointed person: January 2023.

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