

Seville, 25 October 2022

# Operational Support Assistant for ICT-Core & FEDERTECH Offices

Vacancy – Terms of reference

## A. Job description

**JOB TITLE:** Operational Support Assistant for ICT-Core & FEDERTECH Offices (OSAICFO)

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

**POSITION:** Full-time

**FUNDING RESOURCES:** LifeWatch ERIC ICT-Core in Spain - Andalusia ERDF Projects Framework 2014 - 2020 (POPE)

## B. Main responsibilities

I. S/he will work under the supervision of, and directly report to, the Head of ICT-Core and FEDERTECH Offices, or a person delegated in this regard;

II. In general terms, s/he will provide logistical support as needed for LifeWatch ERIC ICT-Core and FEDERTECH office staff, being responsible for supplies management, distribution, storage and other relevant issues, and in direct contact with suppliers;

III. S/he will manage and coordinate the LifeWatch ERIC ICT-Core & FEDERTECH offices' visits and appointments, answering phone calls, providing information and welcoming guests, as well as organising incoming and outgoing mail, fax and package deliveries on a daily basis;

IV. S/he will organise and maintain a clean, efficient and confidential working area at the reception desk;

V. S/he will secure the premisses at the close of each working day, by implementing access files, systems and protocols, in particular, checking and reporting on demand about employees' arrival and departure times;

VI. S/he will provide administrative support as needed for LifeWatch ERIC ICT-Core and FEDERTECH offices staff, and also train newcomers (employees or not), on office workflows and procedures;

VII. S/he will assist in the organisation of missions (travel, booking hotels, associated expenses); and event organisation by supporting the schedule, logistics and development of such actions.

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

- Official accreditation or equivalent degree in Administrative Management (minimum requirement);
- More than 4 years of accredited professional experience as a Director's Assistant, ideally working for companies involved in international areas;
- Knowledge of research infrastructures, universities, agencies, European institutions and/or organisations, projects and initiatives;
- Accredited professional experience in the management of dissemination events, in particular in the areas of biodiversity and ecosystem research and bioinformatics;
- Experience in liaising with groups, associations, partners as well as in coordination and support of official campaigns and projects;
- Excellence in guest service and care, as well as basic spoken English and French and fluency in Spanish (LifeWatch ERIC ICT-Core and FEDERTECH premises allocation);
- Advanced knowledge of MS Office (Word, Excel, Power Point); knowledge in Graphic Design software will be also well-considered;

- Proven organisational and communication skills, proactivity, capacity to work in teams and to 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

- Experience and understanding of environmental initiatives and dealing with diverse stakeholders (e.g., Citizen Science activities, etc.);
- IT skills: MS Office package. Experience on the use of Graphic Design software shall be highly considered;
- Understanding of structure, functioning and regulation of the European Research Infrastructure Consortia (ERICs), particularly on ICT, biodiversity and ecosystems areas.

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

- A **short covering letter** and **Curriculum Vitae**<sup>1</sup> (EUROPASS format and annexes, 4 pages at the most) shall be submitted to the CTO/Head of ICT-Core [cto@lifewatch.eu](mailto:cto@lifewatch.eu) and in cc to [ictoffice@lifewatch.eu](mailto:ictoffice@lifewatch.eu) and [hiring@lifewatch.eu](mailto: hiring@lifewatch.eu), by **11 November 2022**. Please write "**OSAICFO Candidature**" in the email subject;
- The selection process will follow the Employment Policy of LifeWatch ERIC;
- S/he will be appointed for a full-time job. 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;

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<sup>1</sup>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.

- Her/his main office will be located at the LifeWatch ERIC ICT-Core premises in Seville (Spain), without prejudice to the establishment of others in the future;
- Start date in office for the appointed person: **November 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.**