

Seville, 25 October 2022

# Project Manager & International Initiatives Assistant

Vacancy – Terms of reference

## A. Job description

**JOB TITLE:** Project Manager and International Initiatives Assistant -PMIIA-

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

**POSITION:** Full-time

**FUNDING RESOURCES:** LifeWatch ERIC ICT-Core – Multiregional 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, NextGeneration, 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 the ERDF Projects, the CTO-Head of ICT-Core and FEDERTECH Offices, as well as to the ICT-Core Project Manager, for the following tasks, activities and deliverables:
  - (1) Keep true and accurate the ICT-Core accounts of all income and expenditure under the legal parameters;
  - (2) Supervise fee incomes (membership fees, project grants, service payments, etc.);
  - (3) Support the financial administration needs under the legal parameters of ICT-Core projects, in particular EU Framework Programmes (Horizon2020, Horizon Europe), INTERREG, ESIF (S4-ERDF), and NextGeneration grants, etc.;

(4) Support the preparation of financial statements and reports associated with ICT-Core projects;

- II. S/he will assist in the establishment of ICT-Core internal controls, including internal audits, in order to observe legal rules, to enhance the effective and efficient use of available resources;
- III. S/he will assist the CTO/Head of ICT-Core and other LifeWatch ERIC staff members (including FEDERTECH) in charge of the elaboration of procurement activities;
- IV. S/he will support in monitoring European, international and national legal issues related to ICT to best achieve the LifeWatch ERIC objectives, and expand its areas of activities, and trigger innovative approaches from legal and political environmental perspectives, in particular those related to open science;
- V. S/he will support in analysing the ecosystem services international legal framework, in particular those related to products and services, related with other institutions and bodies at international level;
- VI. S/he will support in analysing legal options to develop existing and new agreements and deals with other institutions and organisations, especially those located in the EU environment;
- VII. S/he will support in the preparation of reports and forecasts, as requested.

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

- University degree or equivalent qualifications in Law;
- Master's degree/courses in writing project proposals, management will be also well-considered;
- At least a 3-year period of accredited professional experience in a role of legal responsibility, at European and/or international levels;

- At least a 3-year period of proven experience on tasks related to international projects under EU frameworks;
- Experience in liaising with institutional stakeholders, and other public relationship activities (experience in Communications Departments will 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);
- Knowledge of additional European languages will be also well-considered;
- Proven organisational and analytical skills, capable of working in teams and to tight deadlines, in international environments and multi-language contexts;
- Ability to work with changing priorities, availability to occasionally work beyond office hours and on weekends as required;
- Availability to travel abroad according to the specific working needs of this position;
- High-standard work ethic.

## **ASSETS**

- Proven experience on EU Framework Programme and ESIF-ERDF initiatives;
- Accredited knowledge on international legal frameworks;
- ICT skills: Command of MS Office package;
- Accredited knowledge on International Legal databases (Westlaw, CENDOJ, EUR-Lex, etc.);
- Understanding of the structure, functioning and regulation of European Research Infrastructure Consortia (ERICs).

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

- A **short covering letter** and **Curriculum Vitae**<sup>1</sup> (EUROPASS format and annexes, 5 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 "**PMIIA 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 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;
- 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.**

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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.