

Seville, 25 October 2022

Strategic Project Management and Director's Secretary Technical Assistant for the ICT-Core

Vacancy – Terms of reference

A. Job description

JOB TITLE: Strategic Project Management and Director's Secretary Technical Assistant for the ICT-Core (ICT-SPMDS)

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

POSITION: Full-time

FUNDING RESOURCES: LifeWatch ERIC Common Facility in Spain Strategic Working Plan, and Resilience-ERDF chapters

B. Main responsibilities

- S/he will work under the supervision of, and directly report to, the Chief Technology Officer (CTO)/Head of ICT-Core and FEDERTECH Offices, or a person delegated in this regard.

B.I. Strategic Project Management Technical Assistant

- Provide legal strategic advice, but also tactical and operational support to project development, including monitoring and reporting on tasks, milestones and deliverables, to ensure time, cost and quality indicators are in line with approved project plans;

- Update and collate documentation and records regarding relevant issues, legal policies, and practices to ensure the delivery of projects complies with agreed project management methodology;
- Undertake basic research and analysis in assigned project areas, and contribute to the preparation of project briefs to support informed decision-making and planning;
- Assist the CTO/Head of ICT-Core Office and project team members to supervise tasks, activities, and deliverables, including the implementation of project plans to ensure that the agreed outcomes are achieved;
- Communicate with relevant stakeholders to provide updates regarding project status and implementation issues.

B.II. Director's Secretary Technical Assistant

- S/he will assist the CTO/ Head of ICT-Core with management of the agenda, travel arrangements, meetings and correspondence, also supporting in the drafting, editing and proofreading of official documents and letters for his approval, taking minutes and drafting reports; including supporting the coordination of communication between the International ICT-Core Offices and the rest of distributed ICT staff;
- S/he will be responsible for keeping the documentation managed by the CTO/Head of ICT-Core in order, maintaining hard and digital copies, processing administrative information and files, verifying their compliance, implementing all new and improved administrative procedures, liaising with Spanish national public administration wherever and whenever is necessary;
- Regarding the rest of the ICT-Core and FEDERTECH staff members, s/he will support the organisation of meetings and events, arranging invitations, confirmations, scheduling, and logistics when requested.

C. The ideal candidate should meet the following requirements

- Bachelor's degree in Law;
- Minimum five-year experience as European project manager, and/or adviser and consultant on environmental topics;
- Proven professional experience in agriculture, climate change, water and circular economy-related activities, at both public (mainly), and private sector levels;
- Experience in preparing budget, financial and administration documents, and reporting on expenses of EU Framework Programmes related to digitalisation initiatives;
- Excellent presentation and reporting skills, fluency in written and spoken English (C1), the working language of LifeWatch ERIC;
- Excellent presentation and reporting skills, fluency in written and spoken Spanish (C1). Other Common Facilities languages, Italian and/or Dutch, are desirable;
- Proven skills on institutional relationships and negotiation on which s/he will be reporting to the CEO. Specialisation in public (Spanish, at least) procurement legislation is a compulsory requirement;
- Ability to work to tight deadlines with changing priorities, availability to occasionally work beyond office hours and on weekends as required;
- Availability to travel abroad accompanying the CTO/Director of ICT-Core, and other ICT Office staffers;
- High-standard work ethic.

ASSETS

- Accredited knowledge of existing EU funding instruments, and professional experience on fundraising-related activities;
- Accredited knowledge of R&D&I certification and legal systems and standards;
- Experience coordinating and managing working groups and teams;

- IT skills: Command of MS Office package; In addition, familiarity working on web platforms dedicated to financial, legal and administrative purposes (e.g., SAP);
- Understanding of the structure, functioning and regulation of European Research Infrastructure Consortia (ERICs), particularly on ICT, biodiversity and ecosystems;
- Accredited knowledge of social media (Twitter, Instagram, LinkedIn, etc.).

D. The vacancy is subject to the following procedure

- A **short covering letter** and **Curriculum Vitae**¹ (EUROPASS format and annexes, 6 pages at the most) shall be submitted to the CTO/Head of ICT-Core cto@lifewatch.eu and in cc to ictoffice@lifewatch.eu and hiring@lifewatch.eu by **11 November 2022**. Please write "**ICT_SPMDS 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;
- 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.

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.