

LifeWatch ERIC

e-Science European Infrastructure
for Biodiversity and Ecosystem Research



Service Centre

Fund Raising & Administrative Assistant

Terms of Reference

25 January 2019

I. Job description

JOB TITLE: Fund Raising & Administrative Assistant

LOCATION: LifeWatch ERIC Service Centre premises in Lecce (Italy)

POSITION: Full-time, Max. 24 months

II. Main accountabilities

- I. Fund raising
 - a. She/he will be monitoring European, international and national calls for proposals (H2020, Interreg, Life, etc.) and be responsible to identify funding opportunities to best achieve LifeWatch ERIC objectives, expand its areas of activities and trigger innovative approaches;
 - b. She/he will be operatively coordinating/supporting proposal development, gathering relevant documentation, supporting LifeWatch ERIC team in building project proposals, liaising with partners, outline financial and working plan.
- II. Secretariat Support & Assistance to the Service Centre Director
 - a. She/he will be assisting the Service Centre Director with the management of its agenda, travel arrangements, meetings and correspondence and supporting the Service Centre Director with the draft, edit and proofreading of official documents and letters for his approval, taking minutes and drafting reports;
 - b. She/he will be responsible for keeping the Service Centre documentation in order, maintaining hard and digital copies, processing administrative information and files, verifying their compliance, implementing all new and improved administrative procedures, liaising with national public administration when necessary, reporting to the Service Centre Director;
 - c. She/he will be supporting the staff in processing mission requests and refunding, purchase, compensation and leave requests, maintaining complex calendars, and will be responsible for basic accounting and book-keeping, tracking expenditures and incomes, storing invoices, payment proofs and related supporting documentation, following procurement processes, assist with basic payroll functions, liaising with external accounting and HR consultant.
- III. Office Management
 - a. She/he will be in charge of managing the Premises, ensuring the supply of office materials and services, tracking stocks, maintaining and updating office inventory list;
 - b. She/he shall be responsible to answer the phone and address enquiries to relevant staff members, receive and welcome staff, users and guests; manage and update contact lists, sort incoming and outgoing shipping, mails and emails.
 - c. She/he will be supporting the organisation of meetings and events, arranging invitations, confirmations, scheduling and logistics, food and beverage.

III. REQUIREMENTS

The ideal candidate should meet the following requirements:

- University degree or equivalent qualifications;
- At least 3-5 years in a similar role;

- Experience in fund raising, knowledge of European funding schemes and positive record of successful application procedures;
- Experience in setting and coordinating administrative procedures;
- Excellence in writing and editing as well as spoken fluency in English (C1 level), and good command of oral and written Italian;
- Expert use of MacOS and MS Office;
- Ability to work under tight deadlines with changing priorities, availability to occasionally work beyond office hours and on weekends, and travel abroad accompanying the Service Centre Director and senior staffers;
- Proven organisation, management and communicative skills, be keen in working in team and international environment and multi-language contexts.

ASSETS

- Other courses and certificates relevant for the job;
- Experience in accountancy;
- Relevant professional experience in international organisations, research infrastructures and centres, European projects;
- Understanding of main of Research Infrastructures, ICT, biodiversity and ecosystem related issues is an asset;
- Knowledge of other European languages;
- Accredited professional experience as executive assistant for top managers and directors;
- Accredited professional experience in supporting accounting and HR functions.

IV. The vacancy is subject to the following procedure

- A short covering letter and Curriculum Vitae* (EUROPASS format, 4 pages at the most) shall be submitted to the Interim Service Centre Director (alberto.basset@lifewatch.eu) and in cc to Interim Chief Communication Officer (sara.montinaro@lifewatch.eu), by **23rd February 2019**. Please write "**SC Fund Raising & Administrative Assistant Candidature**" in the mail subject;
- Shortlisted candidates will be contacted directly by the LifeWatch ERIC Service Centre Interim Director;
- Candidates may be called for an interview with the LifeWatch ERIC Service Centre Interim Director;
- She/he will be appointed for a 24-month period maximum. A competitive gross salary, 33.000€ – 38.000€ based on the qualifications and experience of the candidate, will be offered. Employment will be in Italy, follow Italian employment law and be subjected to 60-day trial period;
- This position is a full-time job. Her/his main office will be located at the Service Centre premises in Lecce without prejudice of the establishment of others in the future;
- Start date in office for the appointed Fund raising and Administrative Assistant: **1st April, 2019**.

* 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.