

LifeWatch ERIC Project Manager for ENVRI-FAIR Project

Vacancy - Terms of reference

Job description

JOB TITLE: LifeWatch ERIC Project Manager for ENVRI-FAIR Project

LOCATION: LifeWatch ERIC Service Centre premises in Lecce (Italy) and LifeWatch ERIC Statutory Seat in Seville (Spain)

POSITION: Full-time, 12 months with the possibility of renewal on a yearly basis for a maximum of 48 months in total

LifeWatch ERIC is involved as a partner with WP coordination and co-ordination responsibilities in the ENVRI-FAIR project, one of the large Cluster projects involving European Research Infrastructures started on January 1st, 2019.

ENVRI-FAIR is the connection of the Cluster of Environmental Research Infrastructures (ENVRI) to the European Open Science Cloud (EOSC). The overarching goal is that at the end of the proposed project, all participating RIs have built a set of FAIR data services which enhances the efficiency and productivity of researchers, supports innovation, enables data- and knowledge-based decisions and connects the ENVRI Cluster to the EOSC. LifeWatch ERIC is one of the Research Infrastructures directly participating in this project.

Main accountabilities

- She/he will be responsible for the project management of all the activities that LifeWatch ERIC is in charge of regarding the ENVRI-FAIR project;
- She/he will work under the supervision of and directly report to the LifeWatch ERIC Project Coordinator (Alberto Basset);
- She/he will be the primary point of contact between LifeWatch ERIC and ENVRI-FAIR and will ensure appropriate communication amongst the entire project team and stakeholders to guarantee the successful completion of the project;
- She/he will be managing the day-to-day progress of the project, from planning through deployment;
- She/he will ensure that the project is managed in accordance with the agreed data management methodologies;
- She/he will be responsible for maintaining crucial project documents and track project deliverables using appropriate tools;
- She/he will monitor deadlines and report on the status of the project to all stakeholders.

The ideal candidate should meet the following requirements

- Have a university degree or equivalent qualifications, with a solid background in both ICT science and biodiversity and ecosystem science;
- Relevant previous professional experience as project manager or officer in international organizations and/or in research infrastructures and/or in large European/international projects, with particular reference to 7FP or Horizon 2020 ones;
- Relevant professional experience in a hands-on functional role involving any of the following: data curation and management, data-related quality assurance;
- Demonstrated organizational, problem solving and critical thinking skills;
- Proven organisation and communicative skills, keen in working in team and organising/coordinating teams, as well as working under tight deadlines, in international environment and multi-language contexts;
- Fluency in written and spoken English. Skills in other European working languages are beneficial;
- Have the flexibility to take a position that requires two working locations in two different European countries.

The vacancy is subject to the following procedure

- A short covering letter and Curriculum Vitae* (EUROPASS format, 4 pages at the most) should be submitted to the Service Centre Interim Director (alberto.basset@lifewatch.eu) and in cc to Fund raising and administrative assistant (patricia.szep@lifewatch.eu) by **September 15th, 2019**. Please write "LifeWatch ERIC Project Manager for ENVRI-FAIR Project Candidature" in the mail subject.
- Shortlisted candidates will be contacted directly by the LifeWatch ERIC Fund raising and administrative assistant.
- Candidates may be called for an interview with the LifeWatch ERIC Interim Service Centre Director and ICT Coordinator.
- She/he will be appointed for a 48-month period maximum. A competitive salary, 45.000€-50.000€ based on the qualifications and experience of the candidate, plus a compensation up to 10.000€ per year for housing costs in Seville and travel expenses between the two working locations will be offered. Employment will be in Italy and follow Italian employment law.
- This position is a full-time job. Her/his main office will be located at the Service Centre premises in Lecce, while her/his second office will be located at the Statutory Seat premises in Seville, without prejudice of the establishment of others in the future.
- Start date in office for the appointed Project Manager: **1st October 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.