

ICT Core Project Manager

Vacancy – Terms of reference

A. Job description

JOB TITLE: Project Manager of the ICT Core distributed e-Infrastructure

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

POSITION: Full-time, 4-years period, yearly renewable

FUNDING RESOURCES: LifeWatch ERIC Common Facility in Spain Strategic Working Plan chapter

B. Main accountabilities

B.I. ICT Core projects management

- Accounts Management & Financial Administration: She/he will (1) Keep true and accurate ICT Core accounts of all income and expenditure; (2) Supervise fees incomes (membership fees, project grants, service payment, etc.); (3) Support to the financial administration needs of ICT Core projects, in particular, EU Framework Programs and ESIF-ERDF grants.
- Preparation of Financial Statements & Reports: She/he will (1) Maintain dutifully organized records of all financial activities of the ICT Core; (2) Keep all the documentation that supports the figures contained in the report, such as invoices and receipts, for auditing purposes; (3) Prepare associated financial statements and reports.
- Auditing: She/he will assist to the establishment of ICT Core internal controls, including internal audits, to enhance the effective and efficient use of available resources.
- Budgeting: She/he will assist the CTO-Director ICT Core in the preparation of the budget and corresponding Strategic Working Plan chapters, based on the recommendations from the Executive Board, Financial Committee and General Assembly of LifeWatch ERIC.
- Procurement: She/he will assist the CTO-Director ICT Core and other LifeWatch ERIC staff members in charge of the elaboration of procurements activities.

- Support to the LifeWatch Spain National Node -LW.ES-: She/he will be the liaison for projects management issues between LifeWatch ERIC Common Facility in Spain and the LW.ES Node, in particular, EU Framework Programs and ESIF-ERDF grants.
- She/he will be the manager of Spain ESIF-ERDF initiatives.
- She/he will be assisting to the development of Spain In-kind Contributions Committee -IKCC- activities, in particular those related to resources assessment.

C. The ideal candidate should meet the following requirements:

- Minimum qualification: Graduation from a European University or equivalent experience.
- Master on European Project Management is also desirable.
- Minimum fifteen-year experience in similar position.
- Excellent presentation and reporting skills, fluency in writing and spoken English (C1), the working language of LifeWatch ERIC under article 1.3 of its Statutes.
- Excellent presentation and reporting skills, fluency in writing and spoken Spanish (C1), ICT Core premises hosted by Spain.
- Knowledge of other European languages although not a requirement, should be taken into consideration.
- Proven expert practice of public and private-sectors, not-for-profit financial administration, for business accounting & accountability systems and related financial regulations.
- Experience in preparing budget, financial & administration, and reporting on expenses of EU Framework Programs & ESIF-ERDF initiatives.
- Data and organizational analysis skills for cost-analytical reports.
- Ability to work under 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 ICT Core, and other ICT Office staffers.
- High-standard work ethics.

ASSETS

- Proven experience on EU Framework Program and ESIF-ERDF initiatives;
- Accredited knowledge of ICT projects management techniques (ITIL-DevOps, etc.);
- Accredited CMMI certification;
- Knowledge on QARM systems management (ISO 9001 or other business standards);
- IT skills: Command of MS Office package & opensource tools (e.g. Ubuntu); familiar in working on web platforms dedicated to financial and administrative purposes;
- Understanding of structure, functioning and regulation of the European Research Infrastructure Consortia (ERICs), in particular ICT, biodiversity and ecosystem areas;
- Understanding and knowledge of In-Kind contributions as well as their assessment & reporting needs;
- Accredited professional experience, and knowledge (courses, etc.) on Green initiatives (environmental, biodiversity, renewable energies, smart cities, etc.).

D. The vacancy is subject to the following procedure

- A short covering letter and Curriculum Vitae¹ (EUROPASS format and annexes, 10 pages at the most) shall be submitted to the Chief Technology Officer-Director ICT Core -cto@lifewatch.eu- and in cc to ictoffice@lifewatch.eu, by 12th December 2020. Please write "ICT Core Project Manager" in the mail subject;
- Shortlisted candidates will be contacted directly by the Chief Technology Officer-Director ICT Core;
- Candidates may be called for an interview with Chief Technology Officer-Director ICT Core;

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.

- She/he will be appointed for a 4- years period yearly renewable. 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;
- This position is a full-time job. Her/his main office will be located at the LifeWatch ERIC ICT Core premises in Seville (Spain), without prejudice of the establishment of others in the future;
- Start date in office for the appointed Project Manager: December 2020.