

Procurement and Institutional Relationships Officer

Vacancy – Terms of reference

A. Job description

JOB TITLE: Procurement and Institutional Relationships

LOCATION: LifeWatch ERIC CF.ES-ICT Core premises in Seville (Spain)

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

FUNDING RESOURCES: Strategic Working Plan; – ESIF-ERDF; Horizon Europe

B. Main accountabilities

B.I. CF.ES Procurement management

- **Procurement Management:** S/he will (1) Keep updated and accurate forms of all procurement procedures; (2) Supervise legal documentation about suppliers; (3) Support to the reports needs of projects from the point of view of procurement legal aspects, in particular, EU Framework Programs and ESIF-ERDF grants in relation to procurement issues; (4) In particular, s/he will be also the Procurement Coordination Officer -PCO- of the LifeWatch ERIC ESIF-ERDF Andalusia Office -FEDERTECH- as part of the CF.ES-ICT Core.
- **Preparation of Contracts and Framework Agreements Statements & Reports:** S/he will (1) Support to the maintenance dutifully organized records of all suppliers; (2) Keep all the documentation that supports the figures contained in the report, such as contracts and framework agreements, including the preparation of associated statements and reports
- **Procurement Auditing:** S/he will assist to the establishment of LifeWatch ERIC ESIF-ERDF Andalusia internal controls, including internal audits, to enhance the effective and efficient use of available resources.
- **Compliance:** S/he will assist the CEO, CFO, CTO, and the rest of Executive Board Members and other Directors under request, in the supervision of Spanish rules of Compliance, based on the recommendations and indications from the Executive Board, Financial Committee and General Assembly of LifeWatch ERIC and the internal rules of LifeWatch ERIC.

- **Liaison to the LifeWatch Spain National Node -LW.ES-:** She/he will support the Director of CF.ES as liaison & oversee responsible for Procurement management synergies between LifeWatch ERIC Common Facility in Spain and the LW.ES Node, in particular, the accomplishment of EU Framework Programs and ESIF-ERDF grants common chapters

B.II. LW ERIC Institutional Relationships

In accordance with the terms of regulation stated by art. 2.3.(a) of the LifeWatch ERIC Statutes: *"Institutional Relationships, including organizations acting as data providers and coordinating monitoring sites..."*.

- **Institutional Relationships Management:** S/he will assist to the CEO and rest of Executive Board Members and other Directors in: (1) Proposing, assisting and monitoring policies and reports related to Institutional affairs of LifeWatch ERIC, including their accomplishment; (2) Liaison coordinator of institutional activities performed jointly with the National Supporting Committee and National Nodes; (3) Be member of the Communications Group of LifeWatch ERIC in charge of Institutional nature news; (4) Particularly support to the specific needs of CF.ES-ICT Core projects, including supporting the CF.ES Director in regards to the institutional liaison and synergies with LW.ES Node.
- **Institutional events and meetings:** S/he will assist CEO and the remaining CF Directors in maintaining the relation with different players & stakeholders in relation to Institutional Relationships through: (1) Proposing, preparing and supervising the related Institutional Events & Meetings (co-)organized by the Common and rest of Distributed Facilities, including those (co-)organized by the different National Nodes as also requested by the National Supporting Committee.
- **Reputation issues:** S/he will assist CEO in the establishment of strategic guidelines of reputation for LifeWatch ERIC.

C. The ideal candidate should meet the following requirements:

- Minimum qualification: Graduation from a European University or equivalent experience;
- Bachelor on Information Science (Journalism) is desirable;
- Master on Marketing and/or Institutional Management shall be appraised;
- Minimum fifteen-year experience in position similar to the one advertised;
- Experience in Procurement procedures in big projects (> 10M€);
- Experience in preparing check lists, audits and reporting of Compliance Rules according to Spanish laws & regulations;

- IT skills: Command of MS Office package & opensource platforms (e.g. Ubuntu); familiar in working on web platforms dedicated to financial and administrative purposes; in particular, experience in SAP ERP is compulsory;
- Proven expert practice of public and private-sectors, not-for-profit financial administration, for procurement systems and related legal regulations;
- Excellent presentation and reporting skills, fluency in writing and spoken English (C1), the working language of LifeWatch ERIC;
- Excellent presentation and reporting skills, fluency in writing and spoken Spanish (C1), CF.ES-ICT Core premises hosted by Spain;
- Knowledge of other European languages although not a requirement, will be taken into consideration;
- 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 CEO, CFO, CTO and other Directors & CF.ES staffers for Institutional affairs;
- High-standard work ethics.

ASSETS

- Proven experience on managing Procurement procedures above € 50 M€;
- Proven professional experience as Executive Manager;
- Accredited professional experience in Spanish Compliance Rules applied to big companies (more than 150 employees);
- Accredited Institutional Relationships, and Events & Meetings organization experience on public-private companies' sector;
- Knowledge on QARM systems management (ISO 9001 or other business standards);
- Understanding of structure, functioning and regulation of the European Research Infrastructure Consortia (ERICs), in particular ICT, environmental, biodiversity and ecosystem areas;
- In addition, accredited knowledge and experience of non-profit sector shall be also valued.

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 Director of CF.ES director.cflwes@lifewatch.eu- and in Cc to ictoffice@lifewatch.eu, by 14th March 2021. Please write "Procurement and Institutional Relationships & Events Officer" in the mail subject;
- The selection process will follow the Employment Policy of LW ERIC;
- S/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 CF.ES-ICT Core premises in Seville (Spain), without prejudice of the establishment of others in the future;
- Start date in office for the appointed: **March 22, 2021**.

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.