

Seville, 7 December 2021

Project Executive Coordination Assistant – Profile 2

Vacancy – Terms of reference

A. Job description

JOB TITLE: Project Executive Coordination Assistant of the LifeWatch ICT-Core.ES/ERDF – Profile 2

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

POSITION: Full-time, 1.5-year period, yearly renewable

FUNDING RESOURCES: LifeWatch ERIC ICT-Core in Spain – Andalusia ERDF Projects Framework 2014 - 2020 (POPE)

B. Main accountabilities

S/he will work under the supervision of, and directly report to, the IP of the Andalusia ERDF projects.

B.I. Project Coordination and Management

- **Coordination:** S/he will (1) Follow-up the activities carried out by the researchers, technologists and other related stakeholders; (2) Keep all the documentation that supports the activity of every project; (3) Establish comparison studies and conducted proficiency testing of every task;
- **Reporting:** S/he will (1) Make periodic checks of all the procedures under his/her responsibility; (2) Keep all the documentation that supports the figures contained in the report for auditing purposes; (3) Prepare associated statements and activity reports;
- **Auditing:** S/he will assist in the establishment of LifeWatch ERIC internal checks, including internal audits, to enhance the effective and efficient use of available resources;
- **Budgeting:** S/he will assist the ERDF Andalusia Principal Investigator and rest of the ICT-Core/FEDERTECH Offices in the preparation and review of the budgets corresponding to the ERDF Andalusia chapters.

- **Managing:** S/he will (1) Manage the contracts of eventual suppliers associated to the ERDF Andalusia projects activities; (2) Implement, under LifeWatch ERIC Standards, the procedures of

forecast, budget controlling and associated reports; (3) Make the specific conditions and related tasks for technical reports of procurement procedures.

- **Controlling:** S/he will (1) Establish processes to avoid cases of non-compliance; (2) Execute corrective actions according LifeWatch ERIC rules, if necessary; (3) Prepare associated statements and reports of activity.
- **Collaboration:** S/he will (1) Establish processes to increase the synergies among ERDF Projects of LifeWatch ERIC; (2) Support to Communication and Marketing & Industrialisation Departments to establish info and dissemination highlights.

C. The ideal candidate should meet the following requirements:

1. Minimum qualification: Bachelor in Business;
2. MSc in Public Administration is compulsory;
3. Minimum two-years experience in cooperation in international projects;
4. Excellent presentation and reporting skills, fluency in writing and spoken Spanish (C2) (ERDF regulations compulsory issue, and ICT-Core/FEDERTECH Offices premises hosted by Spain);
5. Good reporting skills, fluency in writing and spoken English (B1), the working language of LifeWatch ERIC;
6. Proven expert practice of Spanish public sector activities, related with local development and international cooperation programs (EU Framework Program, etc.);
7. Experience in preparing reporting on quality standards;
8. Ability to work under tight deadlines with changing priorities, availability to occasionally work beyond office hours and on weekends as required;
9. Availability to travel abroad accompanying the Head of ICT-Core/FEDERTECH Offices, and the rest of the Office staffers;
10. High-standard work ethics.

ASSETS

- Proven experience on administrative and managerial initiatives;
- Accredited knowledge of coordination of management units related to financial issues;

- Knowledge on systems management environment (Business Central, MS Office, etc., or other business standard software packages);
- Understanding of structure, functioning and regulation of the European Research Infrastructure Consortia (ERICs), in particular ICT, biodiversity and ecosystem areas;
- Accredited professional experience, and knowledge (courses, etc.) on Project Management in general terms.

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 Chief Technology Officer/ ICT-Core Director at cto@lifewatch.eu and in Cc to ictoffice@lifewatch.eu by **17 December 2021**. Please write "**Project Executive Coordination Assistant - Profile 2**" in the mail subject;
- The selection process will follow the Employment Policy of LW ERIC;
- S/he will be appointed for a 18-month 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 a 180-day trial (probation) period;
- This position is a full-time job. Her/his main office will be located at the LifeWatch ERIC ICT-Core/FEDERTECH premises in Seville (Spain), without prejudice of the establishment of others in the future;
- Start date in office for the appointed individual: **December 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.