

Seville, 7 December 2021

Project Executive Coordination Assistant – Profile 3

Vacancy – Terms of reference

A. Job description

JOB TITLE: Project Executive Coordination Assistant of the LifeWatch ERIC ICT-Core.ES, ERDF - Profile 3

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 responsibilities

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 activities of the project; (3) Establish comparison study & conduct 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 controls, 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 - 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.
- **Checking:** 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 & Industrialization Departments to establish info and dissemination highlights.

C. The ideal candidate should meet the following requirements:

- Minimum qualification: Bachelor's in Law;
- Postgraduate experience in (Spanish) Public Procurements compulsory;
- Minimum five-year experience in similar position in the Spanish public sector ("Administración General del Estado"-AGE desirable);
- Excellent presentation and reporting skills, fluency in writing and spoken Spanish (C2) (ERDF regulations compulsory issue, and ICT-FEDERTECH Offices premises hosted by Spain);
- Good reporting skills, fluency in written and spoken English (B1), the working language of LifeWatch ERIC;
- Experience in preparing reporting on quality standards;
- Data and organisational analysis skills for legal, administrative and financial 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 Head of ICT-Core / FEDERTECH Offices, and the rest of the Office staff;
- A high-standard work ethic.

ASSETS

- Proven experience of administrative and managerial institutions of the Spanish public administration (AGE desirable);
- Accredited knowledge of coordination of legal and administrative units;
- Knowledge on systems management environment (Business Central, MS Office, etc., or other business standard software packages). Familiar with working on web platforms dedicated to financial and administrative purposes (e.g. ERP systems);
- 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 (e.g. proven by courses) on (Spanish) public procurement regulations;
- Knowledge of foreign trade and relationship (including training) aspects.

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/Director of ICT-Core cto@lifewatch.eu and in Cc to ictoffice@lifewatch.eu by **17 December 2021**. Please write "**Project Executive Coordination Assistant - Profile 3**" in the mail subject;

The selection process will follow the Employment Policy of LW ERIC;

S/he will be appointed for an 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 to 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.