

# Project Manager for EU-funded projects

## Vacancy - Terms of Reference

### A. Job description

**JOB TITLE:** Project Manager for EU-funded Projects

**PURPOSE:** The position holder will support the Global Project Manager and the Principal Investigator with the management of Horizon Europe EOSC Future and BiCIKL projects in which LifeWatch ERIC is involved as a partner with WP coordination and management responsibilities.

**LOCATION:** LifeWatch ERIC Statutory Seat Office (SSO), Seville, Spain.

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

### B. Main responsibilities

Under the supervision of the Global Project Manager, the position holder will support the management of the 2 EU-funded activities including:

1. S/he will be responsible for managing all the activities on which LifeWatch ERIC is in charge, according to the respective project Grant Agreements;
2. S/he will conduct/attend regular project meetings and be the primary point of contact for LifeWatch ERIC. S/he will ensure appropriate communication within the project team and the project partners;

3. S/he will be managing the day-to-day progress of the projects, from planning through deployment, and will coordinate the preparation of the technical and financial reports;
4. S/he will ensure that the projects implement the agreed data management methodologies;
5. S/he will be responsible for maintaining crucial project documents and for tracking the project deliverables using appropriate tools;
6. S/he will monitor deadlines and report on the status of the project to all stakeholders;
7. S/he will be in charge of timesheet management;
8. S/he will directly report to the LW ERIC Global Project Manager, the PIs of both projects (CEO and CTO), as well as to the CFO.

**C. The ideal candidate should meet the following requirements:**

**Technical skills**

1. Has a university degree or equivalent qualifications, with a solid background in both ICT engineering and biodiversity and ecosystem science;
2. Has a 5-year professional experience as a project manager or officer in international organisations and/or in research infrastructures and/or in large European/international projects, with particular reference to FP7 or Horizon 2020;
3. Understands the European Open Science Cloud (EOSC) framework and platform and has basic knowledge of Open Science Practices, through provision of access to data, associated tools and services;
4. Experience in preparing and tracking budgets and coordinating the preparation of periodic and final technical and financial reports following the guidelines of the EC under the H2020 Programme;

5. Understands the structure, functioning and regulation of the European Research Infrastructure Consortia (ERICs) legal framework;
6. Proven organisational and communicative skills, keen on working in a team and organising/coordinating teams, as well as working under tight deadlines, in an international environment and multi-language contexts;
7. Good knowledge of written and spoken English. Skills in other European working languages are desirable.

**Personal skills:**

1. Dependability with a strong work ethic;
2. Capacity to focus on details and ability to produce clear and accurate output and under time constraints;
3. Demonstrated organisational, problem solving and critical thinking skills;
4. Ability to work under pressure;
5. Excellent organisational skills;
6. Ability and willingness to occasionally deal with general administrative tasks;
7. Excellent communication skills with a positive energy and ability to function in an international environment.

**D. The vacancy is subject to the following procedure:**

- A short covering letter and Curriculum Vitae (EUROPASS format and annexes, 4 pages at the most) shall be submitted to the Chief Financial Officer at [cfo@lifewatch.eu](mailto:cfo@lifewatch.eu) by 1 May 2022. Please write "Project Officer for EU-funded projects" as the email subject;



- The selection process will follow the Employment Policy of LifeWatch ERIC;
- LifeWatch ERIC is committed to supporting diversity and to creating an inclusive culture for our employees;
- A competitive salary, based on the qualifications and experience of the candidate, will be offered;
- Employment will be in Spain, will follow the Spanish employment law and be subjected to 180-day trial period;
- The workplace for this position is LifeWatch ERIC Statutory Seat Office in Seville (Spain);
- The successful candidate is expected to start work as soon as possible.

**LifeWatch ERIC is an equal opportunity employer, and encourages all qualified candidates to apply, regardless of race, gender, age, national origin, or sexual orientation.**