

Direction Secretary & QARM-FITSM Technical Assistant for the ICT-Core –DSQFTA–

Vacancy – Terms of reference

A. Job description

JOB TITLE: Direction Secretary & QARM Technical Assistant for the ICT-Core –DSQFTA–

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

POSITION: Full-time

FUNDING RESOURCES: LifeWatch ERIC ICT-Core SWP

B. Main responsibilities

B.I. Secretariat Support & Assistance to the Chief Technology Officer-Director ICT-Core

- S/he will directly report to the Chief Technology Officer-Director of ICT-Core.
- S/he will be assisting the Chief Technology Officer-Director ICT-Core with the management of his agenda, travel arrangements, meetings and correspondence and supporting the Chief Technology Officer-Director ICT-Core with the drafting, editing and proofreading of official documents and letters for his approval, taking minutes and drafting reports; including supporting the coordination of communication between the International ICT (Core) Offices and the rest of distributed ICT staff.
- S/he will be responsible for keeping the International ICT (Core) Office documentation in order, maintaining hard and digital copies, processing administrative information and files, verifying their compliance, implementing all new and improved administrative

procedures, liaising with the Spanish national public administration when necessary, reporting to the Chief Technology Officer-Director ICT-Core.

- S/he will be supporting the staff in processing mission requests and refunding, purchase, compensation and leave requests, maintaining complex calendars, and will be responsible for basic accounting and book-keeping, tracking expenditures and incomes, storing invoices, payment proofs and related supporting documentation, following procurement processes, assist with basic payroll functions, liaising with external accounting and HR consultant.
- S/he will be supporting the organisation of meetings and events, arranging invitations, confirmations, scheduling and logistics.

B.II. QARM-FiTSM Technical Assistant

- S/he will support to the coordination and management of ICT QARM activities related to the day-to-day LifeWatch ERIC processes and their development, in particular the ICT-Core ones.
- S/he will support to the coordination and management of FiTSM activities related to the day-to-day LifeWatch ERIC processes and their development, in particular those related to the co-design, deployment and maintenance of the LW ERIC Industrialisation Plan under the direction and supervision of the Chief Technology Officer (CTO).

C. The ideal candidate should meet the following requirements:

- Minimum qualification: Engineering Degree;
- A Master's degree in Project Management is also compulsory;
- At least 4 years' experience on Quality and Process Engineering at international level;
- Proven experience in tasks related to the process improvement and customer response engineering;

- Excellent presentation and reporting skills, fluency in written and spoken English (minimum B2), the working language of LifeWatch ERIC under article 1.3 of its Statutes;
- Excellent presentation and reporting skills, fluency in written and spoken Spanish (C1), as the ICT-Core premises are located in Spain;
- Knowledge of other European languages, although not a requirement, will be taken into consideration;
- Proven experience on testing engineering programmes;
- Ability to deal responsibly with general administrative tasks;
- Experience in setting and coordinating administrative procedures;
- 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 staff;
- Proven organisation, management and communicative skills;
- High-standard work ethic.

ASSETS

- Accredited professional experience related to tasks to do with customer process-oriented services;
- Understanding of main of Research Infrastructures, ICT, biodiversity and ecosystem international regulations related issues;
- Skills in MS Office, AutoCAD, SolidWork, CRMoD, software packets, and social media platforms;

- Other courses and certificates relevant for the job.

D. The vacancy is subject to the following procedure:

- A **short covering letter** and **Curriculum Vitae**¹ (EUROPASS format and annexes, 5 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 **3 May 2022**. Please write "**DSQFTA Candidature**" 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;
- She/he will be appointed for a 4-year 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 to the establishment of others in the future;
- Start date in office for the appointed individual: **May 2022**.

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

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.