

Trademark and Legal Project Management Assistant (TLPMA)

Vacancy – Terms of reference

A. Job description

JOB TITLE: Trademark and Legal Project Management Assistant of the ICT-Core-FEDERTECH Offices –TLPMA-

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

POSITION: Full-time

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

B. Main responsibilities

- I. S/he will work under the supervision of, and directly report to, the PI of the Andalusia ERDF Projects – Head of ICT-Core for the Trademark and Legal issues of LifeWatch ERIC;
- II. S/he will be monitoring European, international and national legal issues related to ICT to best achieve LifeWatch ERIC objectives, expand its areas of activities and trigger innovative approaches from the legal & political environmental perspectives, in particular those related to open science. In particular, S/he will assist in the management of a plan to solve international legal questions that concern LifeWatch ERIC, in particular the ICT-Core and FEDERTECH Offices;

- III. S/he will support in analysing the ecosystem services international legal framework, in particular those related to products and services;
- IV. S/he will analyse the legal options to develop existing and new trademarks, “branding” of products & services released by LifeWatch ERIC on an international scheme. In particular, S/he will provide support in the elaboration of a Legal Brand Product Strategic Plan to achieve the fixed goals;
- V. S/he will make reports and forecasts as requested. In particular, s/he will support/coordinate the elaboration and continuous update of Spain Common Facility In-Kind Contributions.

C. The ideal candidate should meet the following requirements:

- University degree or equivalent qualifications in Law;
- A Master’s degree in International Commerce and Business is also compulsory;
- 3 years of accredited professional experience in charge of export/import, at international level;
- 3 years of proven experience on tasks related to international logistics and management assurance;
- Experience in liaising with customers, stakeholders and other Public Relationships activities (experience in a Communications Department will be highly considered);
- Excellence in writing and editing, as well as spoken fluency in English (C1/C2 level);
- Excellence in writing and editing, as well as spoken fluency in Spanish (C1/C2 level);
- Proven organisation and analytical skills, capable of working in teams and to tight deadlines, in international environments and in multi-language contexts;
- Be available to travel abroad according to the specific working needs of this position;
- High-standard work ethic.

ASSETS

- Accredited knowledge on International Legal schemes;
- IT skills: Command of MS Office package, FileMaker Pro, FOS, Nil Database;
- Understanding of structure, functioning and regulation of the European Research Infrastructure Consortia (ERICs), in particular ICT, biodiversity and ecosystem areas.

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 "**TLPMA Candidature**" in the mail subject;
- The selection process will follow the Employment Policy of LW ERIC;
- S/he will be appointed for a full-time position. 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 Malaga (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.