

Project Executive Coordination Assistant – Profile 6

Vacancy – Terms of reference

A. Job description

JOB TITLE: Project Executive Coordination Assistant of the LifeWatch ERIC ICT-Core.ES/ERDF – Profile 6

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

POSITION: Full-time

FUNDING RESOURCES: LifeWatch ERIC ICT-Core in Spain – Andalusia ERDF Projects Framework 2014 - 2020 (POPE), specifically in the EnBiC2Lab Project

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 activity of every ERDF project; (3) Establish comparison study and conducted proficiency testing of every task;
- **Reporting:** S/he will (1) Carry out 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 reports of activity;

- **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 forecasting, budget control 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 Communication and Marketing and Industrialisation Departments to establish information and dissemination highlights.

C. The ideal candidate should meet the following requirements:

1. Minimum qualification: Degree in Human Resources and Labour Relations;
2. MSc Degree in Project Management and Innovation is highly desirable;
3. At least five years of proven professional experience as I+D+I Project Director in industrial environment companies;
4. At least five years of accredited professional experience on coordination and management of deployment projects units;
5. Excellent presentation and reporting skills, fluency in written and spoken Spanish (C2) (ERDF regulations compulsory issue, and ICT-FEDERTECH Offices premises hosted by Spain);

6. Advanced reporting skills, fluency in written and spoken English (B2), the working language of LifeWatch ERIC;
7. Knowledge of other EU languages is also desirable;
8. Experience in preparing reporting on quality standards;
9. Ability to work to tight deadlines with changing priorities, availability to occasionally work beyond office hours and on weekends as required;
10. Availability to travel abroad accompanying the Head of ICT-FEDERTECH Offices, and the rest of the Office staff;
11. High-standard work ethic.

ASSETS

- Proven experience on environmental administrative and project management initiatives;
- Accredited knowledge in coordination and management local development-related centres and units;
- Knowledge in systems management environment (Business Central, MS Office, etc., or other business standard software packages). Knowledge of programming packages, and remote sensing systems is also desirable;
- Understanding of structure, functioning and regulation of the European Research Infrastructure Consortia (ERICs), in particular ICT, biodiversity and ecosystem areas;
- Experience in Agriculture Units/Organisations will also be considered.

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-

¹ Special note for the 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

Core cto@lifewatch.eu and in cc to ictoffice@lifewatch.eu by **3 May 2022**. Please write "**Project Executive Coordination Assistant - Profile 6**" in the mail subject;

- The selection process will follow the Employment Policy of LifeWatch ERIC;
- S/he will be appointed for 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 subject 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: **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.

Privacy Protection Law (30/06/2003, n. 196/03)' will be automatically deleted from our database and consequently not taken into consideration.