

# ICT-Core Project Manager and Fundraising Assistant –ICTPMFA–

## Vacancy – Terms of reference

### A. Job description

**JOB TITLE:** Project Manager and Fundraising Assistant of the ICT-Core

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

**POSITION:** Full-time

**FUNDING RESOURCES:** LifeWatch ERIC Common Facility in Spain Strategic Working Plan chapter

### B. Main responsibilities

#### B.I. ICT-Core project management

- **Technical Assistance in the financial and administrative of ICT-Core (including FEDERTECH) projects:** As main ICT-Core (including FEDERTECH) Project Manager, S/he will (1) Keep true and accurate ICT-Core accounts of all income and expenditure; (2) Supervise fee incomes (membership fees, project grants, service payment, etc.); (3) Support the financial administration needs of ICT-Core projects, in particular, EU Framework Programmes (Horizon Europe), ESIF (S4-ERDF), INTERREG, etc.) and NextGeneration grants, etc., among others.
- **Preparation of Financial Statements & Reports:** S/he will (1) Maintain dutifully organised records of all financial activities of the ICT-Core; (2) Keep all the documentation that supports the figures contained in the report, such as invoices and

receipts, for auditing purposes; (3) Prepare associated financial statements and reports.

- **Auditing:** S/he will assist to the establishment of ICT-Core internal controls, including internal audits, to enhance the effective and efficient use of available resources.
- **Budgeting:** S/he will assist the CTO-Director ICT-Core in the preparation of the budget and corresponding Strategic Working Plan chapters, based on the recommendations from the Executive Board, Financial Committee and General Assembly of LifeWatch ERIC.
- **Procurement:** S/he will assist the CTO-Director ICT-Core and other LifeWatch ERIC staff members (including FEDERTECH) in charge of the elaboration of procurement activities.
- **Support to the LifeWatch Spain National Node -LW.ES-:** S/he will be the liaison for projects management issues between LifeWatch ERIC Common Facility in Spain and the LW.ES Node, in particular, EU Framework Programmes and ESIF-ERDF grants.
- S/he will assist in the development of **Spain In-Kind Contribution Committee - IKCC-** activities, in particular those related to resource assessment.

## **B.II. ICT-Core Fundraising Assistant**

- **Fundraising:** Advice and identification on (European or other, public or private) funding instruments and opportunities.

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

- Minimum qualification: Graduation in a Business and/or Economics Bachelor's degree from a European university or equivalent experience. At least EQF Level 7 is desirable;

- Minimum ten-year experience as a European project manager and/or and adviser and consultant;
- Proven professional experience in public and private-sector R&D&I activities;
- Experience in preparing budget-related, financial and administration documents, and reporting on the expenses of EU Framework Programmes, ESIF (S3-ERDF, ...), INTERREG (MED, SUDOE, POCTEP, ...), etc. initiatives;
- Excellent presentation and reporting skills, fluency in written and spoken English (C1), the working language of LifeWatch ERIC;
- Excellent presentation and reporting skills, fluency in writing and spoken Spanish (C1), ICT-Core premises hosted by Spain;
- Knowledge of other European languages, although not a requirement, will be taken into consideration;
- 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;
- High-standard work ethic.

## **ASSETS**

- Accredited knowledge of existing EU funding instruments, and professional experience of fundraising-related activities;
- Accredited knowledge of R&D and Innovation certification systems and standards;
- Experience in coordinating and managing working groups and teams;

- Understanding and knowledge of In-Kind Contributions as well as their assessment and reporting requirements;
- IT skills: Command of MS Office package; familiar with working on web platforms dedicated to financial and administrative purposes;
- Understanding of structure, functioning and regulation of the European Research Infrastructure Consortia (ERICs), in particular ICT, biodiversity and ecosystem areas;
- Accredited knowledge of social media (Twitter, Instagram, LinkedIn, etc.).

## D. The vacancy is subject to the following procedure

- A **short covering letter** and **Curriculum Vitae**<sup>1</sup> (EUROPASS format and annexes, 6 pages at the most) shall be submitted to the Chief Technology Officer-Director ICT-Core -[cto@lifewatch.eu](mailto:cto@lifewatch.eu)- and in cc to [ictoffice@lifewatch.eu](mailto:ictoffice@lifewatch.eu), by **3 May 2022**. Please write "**ICTPMFA 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 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;

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<sup>1</sup> 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.



- 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 Project Manager: **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.**