

Seville, 22 February 2023

Audit, Purchasing, and Procurement Administrative Assistant (APP_AA)

Vacancy – Terms of Reference

A. Job description

JOB TITLE: Audit, Purchasing, and Procurement Administrative Assistant (APP_AA)

PURPOSE: The Audit, Purchasing, and Procurement Administrative Assistant will carry out the task of the coordination and development activities related to the administrative management of the documentation generated by the audit, purchasing, and procurement processes in the LifeWatch ERIC ICT-Core

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

POSITION: Full-time

FUNDING RESOURCES: LifeWatch ERIC, ICT-Core in Spain – Andalusia ERDF Project Framework 2014 – 2020 (POPE); Horizon Europe Projects

B. Main responsibilities

- I. S/he will work under the supervision of, and directly report to the Chief Technology Officer and Director of the ICT-Core, and whoever he may delegate;
- II. S/he will occupy a position that mostly requires administrative skills in the above-mentioned activities: audit, purchasing, and procurement;
- III. In particular: The gathering, classification, and assignment of the corresponding documentation, as well as the uploading and further management in the associated ERP systems (LwOS, Business Central), according to the workflow of the working methodology defined by the FEDERTECH-ICT Core Financial and Administrative Unit.

C. The ideal candidate should meet the following requirements:

- University Degree in Business Management;
- A Master's Degree in Audit procedures will be well-considered;
- International experience in a work/educational environment;
- Upper-Intermediate (B2 level) in written and spoken English (LifeWatch ERIC official language); and Spanish (ICT-Core premises hosted by Spain). Knowledge of other European languages will be taken into consideration;
- Proven organisation and communicative skills, proactive, capacity to work in teams and to tight deadlines, in international environments and multi-language contexts;
- Willingness to travel abroad according to the specific working needs of this position;
- High-standard work ethic.

ASSETS

- IT skills: MS Office Package;
- Accredited professional experience on agrifood initiatives in the international context;
- Training and capacity building skills on administrative management and services;
- Understanding of the structure, functioning and regulation of 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, 4 pages at the most) shall be submitted to the Chief Technology Officer and Director of the ICT-Core at cto@lifewatch.eu and in cc to hr@lifewatch.eu by **10 March 2023**.

¹Special 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.



Please write " Audit, Purchasing, and Procurement administrative assistant (APP_AA)" in the email subject;

- The selection process will follow the Employment Policy of LifeWatch ERIC;
- S/he will be appointed full-time. 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;
- 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 (e.g., Huelva);
- Start date in office for the appointed person: **March 2023**.

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