Seville, 27 May 2026

# Project Management Assistant

**Job Vacancy**

## Job description

**PURPOSE:** To support the administrative, financial, and documentary management of national and European research and innovation projects, ensuring accurate coordination, compliance, and efficient project operations.

**JOB TITLE:** Project Management Assistant;

**LOCATION:** ICT-Core premises in Sevilla, Spain;

**POSITION:** Part-Time, 6 months;

**FUNDING RESOURCES:** Horizon Europe Projects and other funding sources.

## Main responsibilities

- Financial and Administrative Management:
    - Collect and review supporting financial documentation and expense records;
    - Monitor project budgets and budget allocations;
    - Support the tracking and control of timesheets and personnel cost reporting.
- Coordination with the Administration and Finance departments to ensure correct allocation of project expenses;
- Preparation and organisation of supporting documentation for audits and financial reviews;

- Stakeholder management support:
    - Support the organisation of meetings and events, including agenda preparation and meeting minutes;
    - Communicate with international project partners and stakeholders;
    - Manage emails and collaborative document management platforms;
    - Maintain and update databases and shared project documentation.
- Procurement and Contracting Support:
    - Support the preparation of tender documentation and procurement processes, in coordination with the Project Manager and/or Purchasing Department.

o Assist in monitoring public procurement procedures and related administrative tasks.

## The ideal candidate should meet the following requirements

- Bachelor's degree in:
    - Business Administration;
    - Finance and Accounting;
    - International Relations;
    - or Higher Vocational Training qualification in Administration and Finance.
- English: minimum C1 level;
- 1–3 years of experience in project administrative management;
- Experience working with grants, subsidies, or public funding schemes;

- Intermediate to advanced Microsoft Excel skills and proficiency in Microsoft Word and PowerPoint;
- Experience using document management tools and collaborative platforms;
- Highly Valued:
    - Experience in European-funded projects;
    - Experience supporting audits or financial reporting/justification processes;
    - Experience working within international organisations or multicultural environments;
    - Knowledge of European funding frameworks such as Horizon Europe and ERDF/FEDER programmes;
    - Experience with CRM, ERP, or project management tools;
    - Basic knowledge of budgeting and analytical accounting principles.

## 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 written in English and addressed to the **People & Culture Manager** by **12 June 2026**. Please use the form available at this link: https://zfrmz.eu/KHxMv15EmgLXfczD6kdD;
- The selection process will follow the Employment Policy of LifeWatch ERIC;

[1] According to Spanish Privacy Protection Law Ley Orgánica 3/2018, any resume not mentioning explicitly the following wording: 'I authorise the use of my personal data in accordance with Ley Orgánica 3/2018' will be automatically deleted from our database and consequently not taken into consideration.

- Only shortlisted candidates will be re-contacted. Interviews will take place from **15 June 2026 to 19 June 2026**;

- The selected candidate will be appointed for a six-month period. A competitive gross salary, 12.500,00 - 15.000,00 € based on the qualifications and experience of the candidate, will be offered. Employment will be in Spain, following Spanish employment law and subject to a 180-day trial (probation) period;

- This position is Part-Time. The main office will be located at the ICT-Core premises in Sevilla, Spain, without prejudice to the establishment of others in the future;

- Start date in office for the **Project Management Assistant**: **01 July 2026.**

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