

European Project Manager

Vacancy – Terms of reference

Job description

PURPOSE: LifeWatch ERIC is looking for an expert to manage several European projects entrusted to one of its Common Facilities, the Service Centre. Under the supervision of and directly reporting to the LifeWatch ERIC Principal Investigator for the Service Centre, Prof Alberto Basset, the PM will support the development of the current portfolio of projects and ensure their effective delivery. They will be part of a dynamic and fast-paced environment and contribute to the growth and development of a cutting-edge research infrastructure.

JOB TITLE: European Project Manager

LOCATION: Service Centre premises in Lecce, Italy

POSITION: Full-Time, 12 months, renewable

FUNDING RESOURCES: Horizon Europe projects

Main responsibilities

- S/he will be responsible for managing all project-related activities involving the LifeWatch ERIC Service Centre, in accordance with the agreed data management methodologies;
- S/he will liaise with the Statutory Seat Office and LifeWatch ERIC Principal Investigators and Project Managers on obligations, deliverables and budget concerning the Service Centre's contribution;
- S/he will be the primary point of contact between the Service Centre and project partners, and will ensure appropriate communication between the entire project team and stakeholders to guarantee the successful completion of the projects;
- S/he will be managing the day-to-day progress of the projects involving the Service Centre, from planning through deployment;

- S/he will be responsible for updating and archiving all project documents pertaining to the Service Centre, and track related deliverables using appropriate tools;
- S/he will monitor deadlines and report on the status of the projects to all stakeholders.

The ideal candidate should meet the following requirements

- Higher university degree or equivalent qualifications either ICT or Biological and Environmental Sciences; PhD in the fields of ICT or Environmental Sciences;
- Relevant previous professional experience of at least 3 years as project manager or officer in international organisations and/or in research infrastructures and/or in large European/international projects, with particular reference to Horizon 2020 and Horizon Europe;
- Demonstrated organisational, problem solving and critical thinking skills;
- Keen on working in a team and organising/coordinating teams, as well as working on tight deadlines, in international environments and multi-language contexts;
- Fluency in written and spoken English (C1 level). Skills in other European working languages are beneficial;
- Proven organisation and communication skills, experience in dissemination of project results and event organisation is a plus;
- Flexibility to travel when needed for the purposes of the projects.

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 **Prof. Alberto**

¹ Special note for Italian market: According to Italian/Spanish/ Dutch Privacy Protection Law n. 196/03 / Ley Orgánica 3/2018/ any resume not mentioning explicitly the following wording: 'I authorise the use of my personal data in

Basset by **30 September 2024**. Please use the form available at this link:
<https://zfrmz.eu/yBvGKNC3ARBRKJxzoYK4;>

- The selection process will follow the Employment Policy of LifeWatch ERIC;
- Only shortlisted candidates will be re-contacted. Selected candidates may be called for an interview. Interviews will take place from **07 October 2024 to 18 October 2024**;
- She/he will be appointed for a 12 months month period. A competitive gross salary, 35.000,00 - 40.000,00 €, based on the qualifications and experience of the candidate, will be offered. Employment will be in Italy, and follow Italian employment law;
- This position is Full-Time. Her/his main office will be located at the Service Centre premises in Lecce, Italy, without prejudice to the establishment of others in the future;
- Start date in office for the **LifeWatch ERIC Service Centre European Project Manager**: as soon as possible.

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

accordance with Italian Privacy Protection Law (30/06/2003, n. 196/03) / RGDP and Ley Orgánica 3/2018 / Personal Data Protection Act' will be automatically deleted from our database and consequently not taken into consideration.