

## Technical Assistant for ICT Core distributed e-Infrastructure

Vacancy – Terms of reference

### A. Job description

JOB TITLE: Technical Assistant to the ICT Core distributed e-Infrastructure

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

POSITION: Full-time, 4-years period yearly renewable

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

### B. Main accountabilities

#### B.I. Secretariat Support & Assistance to the Chief Technology Officer-Director ICT Core

- She/he will directly report to the Chief Technology Officer-Director of ICT Core.
- She/he will be assisting the Chief Technology Officer-Director ICT Core with the management of their agenda, travel arrangements, meetings and correspondence and supporting the Chief Technology Officer-Director ICT Core with the draft, edit and proofreading of official documents and letters for his approval, taking minutes and drafting reports; including supporting the coordination of communication between the International ICT (Core) Offices and the rest of distributed ICT staff.
- She/he will be responsible for keeping the International ICT (Core) Office documentation in order, maintaining hard and digital copies, processing administrative information and files, verifying their compliance, implementing all new and improved administrative procedures, liaising with the Spanish national public administration when necessary, reporting to the Chief Technology Officer-Director ICT Core.
- She/he will be supporting the staff in processing mission requests and refunding, purchase, compensation and leave requests, maintaining complex calendars, and will be responsible for basic accounting and book-keeping, tracking expenditures and incomes, storing invoices,

payment proofs and related supporting documentation, following procurement processes, assist with basic payroll functions, liaising with external accounting and HR consultant.

## B.II. Office management

- She/he will be in charge of managing the premises, ensuring the supply of office materials and services, tracking stocks, maintaining and updating office inventory list.
- She/he shall be responsible to answer the phone and address enquiries to relevant staff members, receive and welcome staff, users and guests; manage and update contact lists, sort incoming and outgoing shipping, mails and emails.
- She/he will be supporting the organisation of meetings and events, arranging invitations, confirmations, scheduling and logistics.

## B.III. Support & liaison to environmental legal issues related to ICT affairs

- She/he will be monitoring European, international and national legal issues related to ICT to best achieve LifeWatch ERIC objectives, expand its areas of activities and trigger innovative approaches from the legal & political environmental perspectives, in particular those related to open science.
- She/he will be operatively coordinating/supporting proposal development, gathering relevant documentation, supporting LifeWatch ERIC team in building project proposals, liaising with partners, outline financial and working plan; including the support in elaborating international environmental project's agreements.

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

- Minimum qualification: Graduation from a European University or equivalent experience;
- Master in international environmental affairs is desirable;
- At least 3 years working experience in international bodies;
- Excellent presentation and reporting skills, fluency in writing and spoken English (C1), the working language of LifeWatch ERIC under article 1.3 of its Statutes.

- 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, should be taken into consideration.
- Proven practice of private-sector, including not-for-profit organizations;
- Experience in preparing & managing EU Life-type projects;
- Ability to deal responsibly with general administrative tasks;
- Experience in setting and coordinating administrative procedures;
- Expert use of MacOS, MS Office and social media platforms;
- 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 staffers;
- Proven organisation, management and communicative skills.
- High-standard work ethics

## ASSETS

- Accredited professional experience as assistant in diplomatic international bodies, in particular on climate & environmental diplomacy affairs;
- Proven professional experience in international organizations, including organization of diplomatic events & conferences, in particular, Biodiversity-related ones;
- Accredited knowledge of biodiversity and nature protection regulations (Natura 2000 network, etc.);
- Understanding of main of Research Infrastructures, ICT, biodiversity and ecosystem international regulations related issues;
- Other courses and certificates relevant for the job.

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

- A short covering letter and Curriculum Vitae<sup>1</sup> (EUROPASS format and annexes, 5 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 12th December 2020. Please write "Technical Assistant 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 for a 4-years period yearly renewable. 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;
- 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 of the establishment of others in the future;
- Start date in office for the appointed Project Manager: December 2020.

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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.