

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.

PURPOSE: S/he will assist CTO – ICT Core Director in: (a) Secretariat Support & Assistance; (b) Office management; (c) Support to ICT organisational management issues

LOCATION: LifeWatch ERIC CF.ES - 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.

COMPENSATION: Competitive salary, commensurate to degrees and relevant experience.

B. Main accountabilities

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

1. She/he will directly report to the Chief Technology Officer-Director of ICT Core;
2. 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;
3. 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;

4. 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, under the supervision of the Chief Financial Officer (CFO) and the Chief Executive Officer (CEO);

B.II. Office management

5. 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;
6. 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;
7. She/he will be supporting the organisation of meetings and events, arranging invitations, confirmations, scheduling and logistics;

B.III. Support related to ICT organizational management issues

8. She/he will be supervising and supporting the ICT e-Infrastructure Organization Engineering chapters, in particular Quality Assurance & Risk Management -QARM-, Enterprise Resource Planning -ERP-, Project Management & Logistics and Technology Transfer systems, to best achieve LifeWatch ERIC objectives, expand its areas of activities and trigger innovative approaches from the ICT organizational management perspectives, in particular those related to open science. In addition, those aspects related to the Organizational Engineering for the carrying out of LifeWatch ERIC ERDF Andalusia projects activities;
9. She/he will be operatively 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 ICT project's organizational management engineering chapters;

C. The ideal candidate should meet the following requirements

- Minimum qualification: A University degree in Engineering from a European University or equivalent experience;
- Master Degree on Industrial Organization is desirable;

- At least 2 years working experience in Organizational & Logistics activities;
- Excellent presentation and reporting skills, fluency in writing and spoken English, the working language of LifeWatch ERIC under article 1.3 of its Statutes;
- Excellent presentation and reporting skills, fluency in writing and spoken English (Official language of LW ERIC) and Spanish (ICT Core premises hosted by Spain);
- Knowledge of other European languages although not a requirement, should be taken into consideration;
- Knowledge of ERP systems, in particular SAP-related with specific Quality Assurance modules;
- Knowledge of programming languages and platforms such as C, Python, Matlab and R Studio;
- Knowledge of Optimization Modelling Software for Linear, Nonlinear, and Integer Complex Systems Programming (LINGO, etc.);
- Knowledge of platforms for resources management and budget elaboration (e.g., PRESTO);
- Ability to deal responsibly with general administrative tasks;
- Experience in setting and coordinating administrative and logistics procedures;
- Expert use of MS Windows, MS Office (Project), Trello, Zoho, 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 knowledge and experience in organizational management engineering, in particular: ICT QARM-related, ERP systems, PRL and TT implementation and features. In addition, SAP-related. Zoho CRM knowledge is also desirable;
- 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**¹ (EUROPASS format and annexes, 4 pages at the most) shall be submitted to the Chief Technology Officer-Director ICT Core - cto@lifewatch.eu- and in cc to ictoffice@lifewatch.eu, by **19th May 2021**. Please write "**Technical Assistant**" in the mail subject;
- The selection process will follow the Employment Policy of LW ERIC;
- 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: **May 2021**.

¹ 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.