

LifeWatch ERIC Service Centre European Project Manager

Vacancy – Terms of reference

Job description

JOB TITLE: European Project Manager

PURPOSE: LifeWatch ERIC is the EU Infrastructure supplying e-science research facilities for scientists seeking to increase our knowledge and deepen our understanding of biodiversity and ecosystems, supporting civil society in addressing key planetary challenges.

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.

LOCATION: LifeWatch ERIC Service Centre premises in Lecce (Italy).

POSITION: Full-time, max 36 months (possibility of renewal).

Main responsibilities

- I. 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;
- II. S/he will liaise with the Statutory Seat Office and LifeWatch ERIC Principal Investigators on obligations, deliverables and budget concerning the Service Centre's contribution;
- III. 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;
- IV. S/he will be managing the day-to-day progress of the projects involving the Service Centre, from planning through deployment;
- V. S/he will be responsible for updating and archiving all project documents pertaining to the Service Centre, and track related deliverables using appropriate tools;
- VI. 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 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;
- Demonstrated organisational, problem solving and critical thinking skills;
- Keen on working in a team and organising/coordinating teams, as well as working to tight deadlines, in international environment 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 Vitae¹ (EUROPASS format, 4 pages at the most) shall be written in English and addressed to the Service Centre Director using this form by **20 May 2022**: <https://zfrmz.eu/l4WxSdPK0V1jgQljiF6w>
- Only 2 shortlisted candidates will be re-contacted by **27 May 2022**;
- Candidates may be called for an interview with the LifeWatch ERIC Service Centre Director and asked to undertake appropriate tests. Interviews will take place from **3 – 5 June 2022**;
- S/he will be appointed for a 12-month period. A competitive gross salary, 33,000€ – 38,000€ based on the qualifications and experience of the candidate, will be offered. Employment will be in Italy and will follow Italian employment law;
- This position is full-time. The office will be located at the Service Centre premises in Lecce, subject to the establishment of other locations in the future;
- Start date in the office for the appointed European Project Manager will be: **20 June 2022**.

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

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.*