

H2020 Projects Administrative & Technical Assistant

Vacancy – Terms of reference

A. Job description

JOB TITLE: H2020 Projects Administrative & Technical Assistant

PURPOSE: S/he will be supporting in the accomplishment of H2020 (ENVRI FAIR, DOORS, etc.) administrative tasks, management of related web platform users and requests

LOCATION: Service Centre premises in Lecce, Italy

POSITION: Full-time, 12 months

FUNDING RESOURCES: Various H2020 Projects

B. Main responsibilities

- S/he will be responsible for keeping the documentation in order, maintaining hard and digital copies, processing administrative information and files, reporting to the Administrative Officer;
- S/he will support staff in processing mission requests and refunding, purchase requests, maintaining calendars and administrating conference platforms, filling in personnel time sheets, reporting to the Administrative Officer;

- S/he will be in charge of European project requests regarding relevant staff members, reporting to Service Centre ICT Staff;
- S/he will be responsible for managing users and their requests on the available web platforms, reporting to Service Centre ICT Staff.

C. The ideal candidate should meet the following requirements

- University degree or equivalent qualifications in foreign languages, humanities, social science, political science or economics;
- At least 1 year in a similar role;
- Excellence in writing and editing as well as spoken fluency in English (C1 level), and good command of oral and written Italian. Knowledge of other European languages is an asset;
- Expert use of MacOS and MS Office and main conference platform systems. Proven knowledge of CMS Wordpress. Knowledge of Zoho suite functioning is highly desirable;
- Ability to work under tight deadlines with changing priorities, availability to occasionally work beyond office hours and on weekends;
- Proven organisation, management and communicative skills, willingness to work in team and in international environment and multi-language contexts.

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 written in English and addressed to the Administrative Officer by **26 July 2022**. Please use the **form** available at this **link**: <https://zfrmz.eu/00Tg7m9cfVR050h9fXlp>;
- 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 with the Administrative Officer. **Interviews** will take place from **28 July 2022 – 12 August 2022**;
- S/he will be appointed for a 12-month period. A competitive gross salary, €25,000.00 - €28,000.00 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;
- The start date in office for the **H2020 Projects Administrative & Technical Assistant** is **01 September 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.

¹Special 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.