PRIMA

Vacancy note for Project Officer (PO)

The Partnership on Research and Innovation in the Mediterranean Area (PRIMA) has been established on the basis of Article 185 TFUE in collaboration with 19 Participating States and the European Commission. PRIMA aims to support common innovative solutions and promote their adoption for improving the efficiency and sustainability of food production systems and water provision. PRIMA programme is being implemented through an ad-hoc structure, a private Foundation under Spanish Law.

The overall objective of the PRIMA program is to build research and innovation capacities and to develop knowledge and common innovative solutions for the Agro-food and the Integrated water provision and management systems in the Mediterranean area.

The current vacancy is for one experienced PO position:

1. Main Duties and Responsibilities

- Contributing to the drafting of the Annual Work Plans and programme implementation.
- publishing, managing and monitoring calls for proposals, evaluating and selecting projects, providing feedback to applicants concerning PRIMA calls.
- Ensuring the supervision of the eligibility process done by PRIMA National Funding Bodies.
- Negotiating the Grant Agreements linked to the preparation and implementation of the projects with the support of financial and legal staff.
- Facilitating the discussions between interested parties leading to the Grant Agreements.
- Ensuring the follow-up of project implementation and monitoring contractual obligations.
- Be the contact point with the National Funding bodies involved in PRIMA.
- Working in collaboration with other PRIMA departments to ensure timely signature of grant contracts.
- Monitoring projects' progress and outcomes and carrying out the necessary midterm and final reviews.
- Producing summaries of PRIMA projects to support the Communication Officer to promote PRIMA achievements.
- Prepare drafting papers, briefings, reports, including the Annual Activity Reports as required.

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2. Requirements and selection criteria

Candidates must possess their civil and political rights and they must not have any conflict of interests according the PRIMA Code of Conduct.

Specific qualifications and desirable skills

- MSc minimum, preferentially PhD in fields related to PRIMA topics.
- Proved experience of at least five years in management of R&I projects, grants and calls for proposals and/or H2020 procedures. Candidates with experience in ERA-NET call management, or similar, have an added value.
- Proved experience of at least five years in organizing and managing international scientific evaluation panels.
- Experience in administrative and financial negotiation with the Euro-Mediterranean funding bodies.
- Knowledge of Monitoring and Evaluation.
- Experience in writing scientific and/or science policy documents, reports, guidelines.
- Good IT skills (must be proficient with Excel).
- Bibliographical search abilities.
- Knowledge of scientific advances and developments in the PRIMA remit.
- Strong interpersonal skills. Good team player. Decision making skills and resolution of problems.
- Good organisational skills and ability to meet deadlines and handle multiple tasks daily.
- Excellent written and verbal communication skills in English.
- Proficiency in other languages spoken in the Mediterranean area will be an advantage.

Communication, organisational and inter-personal skills

- Proven ability to work in a team and a multicultural environment.
- Ability to work under pressure and to meet tight deadlines.
- Ability to multi-task.
- A strong sense of responsibility, initiative and self-motivation.
- Excellent analytical skills, problem-solving and organisational skills.

- Good social skills and ability to communicate effectively.

3. Conditions

Temporary work of 3 years.

The employee will work, full time, at the PRIMA Secretariat in Barcelona. Applicants will have to get a valid working permit in Spain.

PRIMA Foundation is characterized by a multicultural work environment, with English as the main working language.

Annual gross salary amount: 66.000 €. In addition, the employee will receive a transfer allowance from his/her residence country to Spain equivalent to one-month gross salary.

4. Applications

The deadline to submit the applications will be the 10th of September 2021. Applications shall include the candidate's CV, a motivation letter and a copy of his/her identity card or passport. Applications shall be submitted only through the form posted in the following link: https://prima-med.org/vacancies/

Please note that only a short list of candidates will be contacted. Shortlisted candidates shall be available for a remote interview one week after the reception of such notice.

PRIMA is committed to being an equal opportunities employer. We ensure that all applicants are treated fairly and appointed solely on their suitability for the post irrespective of race, gender, age, disability, caring responsibilities, sexual orientation, marital/civil partnership status, religion/belief or nationality.

Barcelona, 19th of July 2021