

Vacancy PRIMA Administrative Assistant

The Partnership on Research and Innovation in the Mediterranean Area (PRIMA) has been established on the basis of Art. 185 TFUE in collaboration with the 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. The PRIMA Programme will be implemented through an ad-hoc structure, a Foundation under Spanish Law. Such structure will face an ex-ante assessment from July to October, made by an external audit company. The current vacancy is for one Administrative Assistant position:

Main Duties and Responsibilities

- General administrative support to the Director and the Deputy Director.
- General logistic support to the Director, the Deputy Director and the PRIMA Foundation team (mainly travels and accommodation booking).
- Logistical support for PRIMA meetings organisation (GA, working groups...): Logistics (room booking, catering), preparation of the documents.
- Inputting of data in the Foundation's databases.
- Screening and diverting calls as necessary.
- Distributing and sorting postal and electronic mail.
- Administrative support to the management of calls for proposals. Logistics; support of the committee members for their travels and accommodation; list of external experts/reviewers to be paid; etc.
- Any other relevant tasks, duties or specific assignments that may arise as indicated by the Director.

Person specification

Specific qualifications and desirable skills for the Administrative Assistant include:

- A degree of management assistant or equivalent, or an equivalent previous experience within an administrative role.
- Good organisational skills and ability to meet deadlines and handle multiple tasks daily.
- Experience working in R&I-related entities will be an advantage.
- Proficiency in Microsoft Word and Excel, coupled with strong typing skills.
- Excellent communication and interpersonal skills. Telephone etiquette. Good team player, with a proactive approach to work.
- Eye for detail.
- Excellent written and verbal communication skills in English.
- Proficiency in other languages spoken in the Mediterranean area will be considered as an asset.

The Administrative Assistant serves, as seconded personnel, for a renewable six months term. He/she will be part of the team which will face the ex-ante assessment.

Conditions

Candidates shall be seconded by their sending institutions. PRIMA might offer a competitive salary adjustment package. Only candidates coming from Participating States institutions can apply. The selected candidate shall take its post by 1 August 2017. Taking the post in advance is strongly encouraged.

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

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

Applications

Applications shall be submitted by the GA members to prima@unisi.it by midnight (Brussels time) of **20 June 2017**. Applications shall include the candidate's CV, a motivation letter, and a copy of his/her identity card or passport. Please note that only selected candidates will be contacted. In case an interview is needed, individual candidates will receive a notice asking them to attend the interview at least seven calendar days before it takes place.

Applications shall clearly state that they are for the "Administrative Assistant" position. Applying for this position does not prevent the application for other vacancies posted by the PRIMA Consortium, for which the candidate shows to have the required skills.

Candidates from all Participating Countries are strongly welcome.