

## **Vacancy PRIMA Information Technology Manager**

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 the Information Technology (IT) Manager position:

### **Main Duties and Responsibilities**

- Proposal and implementation of the IT strategy of the PRIMA Foundation.
- Maintaining and improving the IT infrastructure.
- Designing, implementing, administering and enhancing the software tools, such as the grant management and internal accounting applications, the monitoring and evaluation system, the office software and the Foundation's webpage.
- User help desk, training and support. Drafting and updating user manuals.
- Working in collaboration with other PRIMA departments to ensure an efficient management of incomes, grants, contracts, wages and other expenses, in full compliance with the internal rules and procedures.
- Liaising with IT service providers. Proposal of IT procurement.
- Managing all aspects concerning the security, reliability and efficiency of the IT systems and data.

### **Person specification**

Specific qualifications and desirable skills for the IT Manager include:

- University degree in relevant matters (e.g. informatics, engineering, mathematics, etc.).
- 3-year experience in the design and or management of IT systems and databases.
- Previous experience with grant management software.
- Experience with public procurement of IT services.
- Advanced user of Unix and/or Microsoft systems.
- Strong interpersonal skills. Good team player.
- 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.

The IT Manager serves, as seconded personnel, for a renewable six months term. Reporting to the Financial Manager, the IT Manager 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](mailto: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 "IT Manager" 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, and especially female candidates, are strongly welcome.