

Vacancy PRIMA Project Officer

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 Project Officer position:

Main Duties and Responsibilities

- Managing the peer review process through liaison with applicants, external experts and committee members.
- Preparing and providing feedback to applicants.
- Providing all necessary technical and administrative support to the Grants Finance Officer to ensure timely delivery of operational activities.
- Working in collaboration with other PRIMA departments to ensure efficient contract negotiation and timely signature of grant contracts.
- Monitoring project progress and outcomes. This includes:
 - Keeping oversight of projects in a given scientific or thematic area within the PRIMA scope.
 - Reviewing annual and final reports from grant holders to ensure timely delivery of contractual milestones and deliverables, in collaboration with the PRIMA Financial department.
 - Collection and analysis of outputs and outcomes from PRIMA projects.
- Producing summaries of PRIMA projects to support the Communication Officer to promote PRIMA achievements.
- Contributing to the PRIMA funding strategy and policy. This includes:
 - Keeping abreast of key scientific advances and developments in the PRIMA remit.
 - Drafting papers, briefings, reports and other documents, as required.
 - Developing and maintaining relationships with PRIMA beneficiaries and other stakeholders, in order to encourage and promote participation and partnership with PRIMA.
- Any other tasks, duties or specific assignments that may arise as indicated by the Deputy Director.

Person specification

Specific qualifications and desirable skills for the Financial Manager include:

- University degree in fields related to PRIMA topics.
- Knowledge and experience in management of R&I projects, grants and/or calls for proposals.
- Knowledge of scientific advances and developments in the PRIMA remit.
- Experience in writing scientific and/or science policy documents and reports.
- Experience of dealing with international projects.
- 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.
- Good IT skills.

This Project Officer serves, as seconded personnel, for a renewable six months term. Reporting to the Deputy Director, this Project Officer 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 "Project Officer" 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.