



Vacancy PRIMA Project Officer

The Partnership for 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 is being implemented through an ad-hoc structure, a private Foundation under Spanish Law.

The current vacancy is for **three (3) Project Officer** posts.

Main responsibilities

Project Officer executes all actions necessary for the following processes: preparation of call documents, publication of calls, preparation of evaluation documents, organization of expert's selection, organization of evaluations, preparation of grant documents, negotiation of grants, preparation of grant reporting documents as well as review of reporting and general follow up of downstream contracts.

Project Officer also contributes to the upstream reporting to the European Commission, and it is expected of him / her to develop a special capability to specific assigned areas of the program management.

In particular:

- Managing the peer review process through liaison with applicants, external experts and scientific committee members.
- Guarantee the respect of the rules and procedures.
- 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.
- 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.

Requirements

Specific qualifications and desirable skills for the Project Officer include:

- Preferentially PhD or University degree (Master's degree minimum) in a relevant field.
- Experience in management of Euro-Mediterranean R&I projects, grants and calls for proposals.
- Knowledge of the rules & procedures for Euro-Mediterranean calls.
- Experience in organizing and managing international scientific evaluation panels.
- Experience in administrative and financial negotiation with the Euro-Mediterranean funding bodies.
- Experience in writing scientific and/or science policy documents, reports, guidelines.
- Experience in drafting strategic documents, calls for proposals and /or planning will be an advantage.
- Good IT skills (must be proficient with Excel).
- Knowledge and experience with electronic submission tools.
- 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 (particularly Spanish).

Conditions

The employee will work at the PRIMA Secretariat in Barcelona, Spain.

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.

Gross salary amount: 65.000 € /year.

Applications

Applications shall be submitted to recruitment@prima-med.org by **April 20th, 2018 at 17:00hrs CET**. Applications shall include the candidate's CV, a motivation letter and a copy of his/her identity card or passport. Please note that only a short list of candidates will be contacted. Contacted 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 PRIMA, for which the candidate shows to have the required skills.

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.