

Vacancy note for Legal Officer (LO)

The Partnership on Research and Innovation in the Mediterranean Area (PRIMA) has been established on the basis of Article 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. PRIMA Programme is being implemented through an ad-hoc structure, a private Foundation under Spanish Law.

Responsibilities

The role of the LO is to give the necessary legal advisory to all the Foundation's governing and executive bodies, in order to ensure that all of their activities and decisions conform to the Spanish and European Union law and to the internal operating procedures.

LO will be also the Human Resources Officer of PRIMA Foundation as well as the Secretary of its Board of Trustees, taking over the functions provided for this position under its Statutes.

In particular, the main duties of LO are the following:

- Work with the Foundation's staff and governing/executive bodies, providing legal advice on all legal matters related to the Foundation's activities and decisions.
- Review and drafts grant agreements, goods and services contracts and other documents and amendments to them.
- Act as the focal point for all litigation matters and liaising with, and managing relationships with external lawyers including dealing with litigation where necessary.
- Liaise with all departments to ensure that where legal risks have been identified, appropriate courses of action are taken to eliminate or mitigate these risks.
- Ensure relevant legal requirements are disseminated to the appropriate staff and parties.
- Ensure that Staff Regulations are respected and in compliance with Spanish labour laws.
- Provide internal investigations team in case of fraud.
- Take part in the meetings of Board of Trustees in the position of Secretary.

Requirements

Candidates must be at least 18 years old, they must possess their civil and political rights and they mustn't have any conflict of interests.

Specific qualifications and desirable skills for the LO include:

- University degree in law.
- Deep knowledge of the Spanish and European Union legislation.
- Professional experience in legal advice to non-profit entities and in human resources management.
- Good IT skills.
- 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.

Annual gross salary amount: **65.000 €**

Applications

The deadline to submit the applications will be **May 5, 2018 at 17:00 PM 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 "LO" position and shall be submitted to recruitment@prima-med.org

Applying for this position does not prevent the application for other vacancies posted by the PRIMA Foundation, 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.
