

## Vacancy note for IT Technician (IT Tech)

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

IT Tech has to give IT support to the PRIMA-IS Foundation team. In particular, the main duties of IT Technician are the following:

- Setup Maintenance and improvement of IT infrastructure
- Develop and maintain local networks in ways that optimize performance
- Design of the software tools, such as the grant management and internal accounting applications, monitoring and evaluation system,
- Development of a statistical analysis IT tool.
- Responsible for the operation of PRIMA-IS Web Portal.
- User help desk, training and support. Drafting and updating user manuals.
- Upgrade office software and hardware.
- Manages all aspects concerning the security, reliability and efficiency of the IT systems and data.
- IT equipment inventory responsible.

### Requirements

Candidates must be at least 18 years old, they must possess their civil and political rights and they must not have any conflict of interests. Specific qualifications and desirable skills for the IT Technician include:

- Proved experience of at least 10 years related to the technical assistance (Hardware and software) of IT systems
- Experience with managing and working in a multi-site LAN environment
- Experience in design and/or management of IT systems including databases.
- Knowledge and Experience in Java development Like Processing, JAVA Script and implementation of web-based java applications to support business requirements and projects
- Knowledge in Graphical design, development of websites with HTML/CSS A degree in IT or equivalent, or an equivalent previous experience within an IT Support role.
- Experience working in R&I-related entities will be an advantage.
- Good communication 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.
- knowledge 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 get a valid working permit in Spain.

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

Duration of the contract: 3 months + an extension of 3 months. Salary will be decided according to the experience during the interview.

### **Applications**

The deadline to submit the applications will be **July 20, 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 "IT Technician" position and shall be submitted to [recruitment@prima-med.org](mailto: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.