



## **PRIMA Training contract 2021-2022**

### **Vacancy Note**

The Partnership on Research and Innovation in the Mediterranean Area (PRIMA) has been established based on Article 185 TFUE in collaboration with 19 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 Program is being implemented through an ad-hoc structure, a private Foundation under Spanish Law.

Due to the Covid-19 pandemic, travel restrictions between Europe and the several PRIMA Participating States have been raised. Thus, it has not been possible to continue with the internship program launched in 2019 to allow young people from the PRIMA South Mediterranean countries<sup>1</sup> doing internships in the Secretariat of the organization.

While the travel restrictions have not been lifted and the internship program is relaunched, foreseen before summer 2022, a vacancy for a training contract is published to allow to a young person to acquire knowledge on PRIMA research and innovation fields.

### **Responsibilities**

The worker's responsibilities will consist of assisting all the staff of the PRIMA Secretariat, but mainly to the Administrative Assistant and to the Project Officers.

In particular, while assisting the Administrative Assistant, the worker will learn how to take care of correspondence, reports and other documents, take minutes at meetings and distribute them, welcome and direct office visitors, answer main office telephone system, respond to direct requests for information and/or forward messages to appropriate staff, provide meeting support as needed (e.g. scheduling conference rooms, catering, logistics), assist in preparation of materials for the Director and Deputy Director, assist with the completion of filings for the association, assist with review of administrative procedures and development of systems to assure compliance by all staff, maintain inventory for office supplies and computer software, responding to staff requests for administrative support as needed, booking travel and hotel arrangements as needed, organization of booths at international exhibitions, maintain and update database as needed, and Coordination of meetings, training sessions, international conferences and other activities of the organization.

Secondly, while assisting the Project Officers, the worker will learn how to make the preparation of call documents, publication of calls, preparation of evaluation documents, organization of

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<sup>1</sup> Algeria, Egypt, Israel, Morocco, Tunisia, Jordan, Lebanon and Turkey.



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.

## **Requirements**

### **Legal:**

- Be younger than 25 years old, or be younger than 30 years old as long as the worker candidate is still studying a degree linked with the fields of the activity of PRIMA, or as maximum, the worker candidate must have finished the degree during the last two years.
- Have a residence/working permission in Spain.
- Lack of criminal records in Spain and in their previous countries of residence during the last five years for crimes existing in the Spanish legal system.
- Do not suffer from any of the diseases that can have serious public health repercussions in accordance with the provisions of the 2005 International Health Regulations.

### **Internal:**

- Candidates must have a university degree (or equivalent) linked with the fields of the activity of PRIMA (e.g., science, sustainability, agriculture, engineering, etc.).
- Candidates must possess their civil and political rights and they must not have any conflict of interests with PRIMA.
- Candidates must have good written and verbal communication skills in English.
- Other desirable skills for the worker include:
  - Strong interpersonal skills.
  - Good team player.

## **Conditions**

The employee will work at the PRIMA Secretariat in Barcelona, under a training contract.

Duration of the internship: 9 months and 20 hours per week.

Monthly gross salary amount: 600 €.

The beginning of the internship will take place from November / December 2021

## **Applications**

The deadline to submit the applications will be **November 22, 2021 at 5 PM CET.**



All applications must be submitted only via the following link <https://prima-med.org/join-our-community/work-with-us/>

the following documentation to be uploaded: (pdf format only max size 1MB)

1. Candidate's CV (indicating clearly the information related with the legal and internal requirements).
2. Motivation letter.
3. Copy of his/her identity card or passport and/or residence/working permit in Spain.

Please note that candidatures not including all mentioned documentation will not be considered. Only a short list of candidates will be contacted.

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 or religion/belief.

Barcelona, November 8, 2021