



PRIMA Administrative Officer

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 implemented through an ad-hoc structure, a private Foundation under Spanish Law.

Responsibilities

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

In particular, while assisting the administrative team, the primary duties to be performed are:

- 1- Welcome and direct office visitors
- 2- Answer the main office telephone system
- 3- Respond to direct requests for information and forward messages to appropriate staff
- 4- provide meeting support as needed (e.g., scheduling conference rooms, catering, logistics)
- 5- Assist in the preparation of materials for the Director and Deputy Director.
- 6- Assist with reviewing administrative procedures and developing systems to assure compliance by all staff.
- 7- Booking travel and hotel arrangements as needed.
- 8- Coordination of meetings, training sessions, international conferences, and other activities of the organization
- 9- Preparation grant documents

Secondly, while assisting the Project Officers, the primary duties to be performed are:

- 1- Preparation of call documents
- 2- Preparation of evaluation documents
- 3- Expert's contracts: Calls and evaluations of projects
- 4- Admissibility and eligibility check Section 1 and 2.
- 5- Monitoring Section 2 projects with the Funding Agencies
- 6- Support the meetings organized with the Funding Agencies.



Requirements

Legal:

- Have a residence/working permission in Spain.
- Lack of criminal records in Spain and their previous countries of residence during the last five years for crimes existing in the Spanish legal system.
- Do not suffer from any diseases that can have serious public health repercussions per the provisions of the 2005 International Health Regulations.

Internal:

- Candidates must have a university degree (or equivalent).
- Candidates must possess their civil and political rights and not have any conflict of interests with PRIMA.
- Candidates must have good written and verbal communication skills in English and Spanish.
- Minimum of 3 years of work experience.
- Advanced user of Office package: Word, Excel, and PowerPoint.
- Other desirable skills for the worker include:
 - Strong interpersonal skills.
 - Good team player.

Conditions

The employee will work under an indefinite contract at the PRIMA Secretariat in Barcelona.

Time work: 37,5 hours per week.

Annually gross salary amount: 27.000 €.

The beginning of the work will take place in October 2022

Applications

The deadline to submit the applications will be **September 5, 2022, at 5 PM CET**.

All applications must be submitted only via the following [registration form](#) the following documentation:



1. Candidate's CV (indicating clearly the information related to the legal and internal requirements).
2. Accreditation English level minimum B2.
3. Motivation letter.
4. 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, July 6, 2022