



Support Officer for the management of the Horizon Europe project “FUTURE4PRIMa”

- Job Title: - Support Officer for the management of Horizon Europe Project 101131632 - FUTURE4PRIMA
- The PRIMA Foundation Secretariat, serving as the Implementation Structure of the PRIMA Programme, seeks a highly motivated and experienced support officer for the FUTURE4PRIMA Horizon Europe project. The position to give support to the project funded in response to the call HORIZON-WIDERA-2023-ERA-01, under the topic HORIZON-WIDERA-2023-ERA-01-01, with a type of action as HORIZON-CSA.
- Organization: PRIMA Foundation Secretariat
- Position Type: Full-time up to 32.000 EUR gross
- Location: Barcelona PRIMA premises

[ABOUT FUTURE4PRIMA and PRIMA](#)

The FUTURE4PRIMA project, funded by Horizon Europe, aims to strengthen collaboration among national research and innovation funding institutions within the Partnership for Research and Innovation in the Mediterranean Area (PRIMA). PRIMA, established in 2018 in cooperation with 19 Participating States and the European Commission, focuses on developing and adopting innovative solutions to enhance the efficiency and sustainability of food production systems and water provision in the Mediterranean region. The PRIMA program is implemented through the PRIMA Foundation, a private foundation under Spanish law.

Building on the achievements of the PRIMA program, the FUTURE4PRIMA project seeks to enhance further and expand collaborations among national funding institutions in the Mediterranean region, particularly in sustainable agri-food systems and water management. By leveraging resources and aligning efforts, the project aims to address common priorities and emerging challenges, ultimately establishing a renewed PRIMA partnership.

One of the key outcomes of the FUTURE4PRIMA project is the formulation of a long-term strategic research and innovation agenda that aligns with the priorities of the Mediterranean region. This agenda will drive the green transition in the area and contribute to the objectives of the European Green Deal and the UN Agenda 2030, including the Sustainable Development Goals (SDGs).

The selected candidate for the FUTURE4PRIMA project will play a crucial role in coordinating various stakeholders, managing project administration and finances, and directly reporting to the project coordinator.



RESPONSIBILITIES:

1. Support to the Project Coordination and Implementation:
 - Collaborate with and report to the project coordinator for project oversight and execution.
 - Support in the operationalisation of project management tools.
 - Organise consortium meetings and facilitate clear communication among partners.
 - Participate in the preparation of the project documentation and technical reports, under the supervision of the project coordinator.

2. Administrative Management:
 - Provide administrative assistance to partners for project-related issues.
 - Oversee the production of deliverables and contribute to activity reports.

3. Financial Management:
 - Support the overseeing of the project budget, including fund distribution
 - Participate in the preparation, consolidation, and submission of financial reports.
 - Ensure all documentation for justifying expenses is correctly defined and archived.

4. Communication and Technical Support:
 - Conduct internal communication measures.
 - Participate and support the coordinator in external communication initiatives, including press releases and website content.
 - Contribute to the formulation and implementation of the project's Data Management Plan.

REQUIREMENTS:

- University degree in a relevant discipline (i.e., Project Management, Economics, Finance, Information Technology, Environmental Science, International Relations) or equivalent professional qualifications.
- Previous documented experience in the EU MED collaboration in science, technology, and innovation
- Comprehensive knowledge of the European Commission's management rules related to the Horizon Europe framework programme.
- Minimum of 5 years' experience in administrative and financial management of European or international projects. Experience in similar H2020 and/or Horizon Europe projects is a must.
- Excellent communication skills in English.



PERSONAL SKILLS:

- Excellent organisational and management capabilities.
- Ability to foster and maintain productive relationships.
- Demonstrate dynamism, reactivity, and autonomy.
- Very good writing and synthesis abilities.
- Strong teamwork and communication skills, especially in a multicultural and multi-disciplinary context.
- Capable of proposing effective solutions to challenges and critical issues.

JOB SPECIFICATIONS:

- Starting date: 1 January 2024
- Permanent contract for the duration of the project, with a 6-month probation period.
- Full-time role (37 hours per week) with an option to work partially in remote.
- Salary: Competitive gross monthly salary based on experience (up to 32.000 EUR gross)
- Location: Barcelona, Spain, at the PRIMA Secretariat premises.
- PRIMA Foundation offers a multicultural work environment with English as the main working language.

SELECTION PROCESS:

Interested candidates are invited to submit their application in English, including a detailed CV and a cover letter outlining their qualifications and relevant experience, to the PRIMA Foundation Secretariat including proof of experience with management of EU projects. Applications shall be submitted through the following [platform](#).

The application deadline is 9 November 2023, 5 pm (CET).

Only shortlisted candidates will be contacted for further assessment and interview.

Note: The PRIMA Foundation Secretariat is an equal-opportunity employer. We encourage applications from candidates of all backgrounds, including those from underrepresented groups, to promote diversity and inclusivity in our workforce.

In compliance with the General Data Protection Regulation (GDPR):

- Personal data provided by applicants will be processed for recruitment and selection purposes for the specific vacancy within the FUTURE4PRIMA project.
- Personal data will be stored for the duration of the recruitment process. In case of unsuccessful applications, data will be retained for a limited period or future job opportunities unless deletion is requested.



- Personal data may be shared internally within the FUTURE4PRIMA project team and with external parties involved in the recruitment process.
- Applicants have rights to access, rectify, erase, restrict, or object to processing their personal data. They may also complain to a supervisory authority.
- By applying for the vacancy, applicants acknowledge their understanding and acceptance of the data processing information by the GDPR.