



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, and the primary duties to be performed are:

- 1- Welcome and direct office visitors
- 2- Answer the central 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) on online and physical events.
- 5- Assist with reviewing administrative procedures and developing systems to assure compliance by all staff.
- 6- Support to the Financial Officer
- 7- Support to Communication Officer
- 8- Support to the Project Officers

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.

Internal:

- Candidates must have, at least, vocational training
- Candidates must possess their civil and political rights and not have any conflict of interest 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 packages: Word, Excel, and PowerPoint.
- Other desirable skills for the worker include:
 - Strong interpersonal skills.
 - Good team player.
- Other desirable experiences:
 - Knowledge about European Research Programs
 - International or national Grants

Conditions

The employee will work indefinitely at the PRIMA Secretariat in Barcelona.

Time work: 37,5 hours per week.

Annually gross salary amount: 29.000 €.

The beginning of the work will take place in May 2024

Applications

The deadline to submit the applications will be **April 25, 2024, 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 that do not include all the 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.

Data protection

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

- Personal data provided by applicants will be processed for recruitment and selection purposes for this specific vacancy.
- Personal data will be stored for the duration of the recruitment process.
- Personal data may be shared internally within the PRIMA Secretariat team.
- Applicants have the right to access, rectify, erase, restrict, or object to the processing of their personal data.
- By applying for the vacancy, applicants acknowledge their understanding and acceptance of the data processing information under the GDPR.

Barcelona, April 2, 2024