

## Research & Development & Innovation Project Coordinator

**Number of Posts:** 1

**Contract Type:** Fixed / Definite Contract

**Job Description:**

The responsibilities include but are not limited to:

- Coordinate the work of internal experts and researchers of the company and manage the timely submission of deliverables assigned R&D&I projects. Actively participate in the R&D work, ensuring that all staff complete their assignments and deliverables on time and on budget, managing and documenting projects and reporting on project activities.
- Prepare regular internal reports for the management about the financial status of the assigned projects. Ensure the proper collection of grant contract documents, purchase documents and time recording of granted projects and continuously record and monitor the financial status of assigned projects in cooperation with the financial and purchase unit of the company.
- Support the branding, communication and dissemination activities of the projects in conjunction with the marketing & communications department.
- Participate in international and national project meetings with partners and report to the R&D&I Director about the technical and financial outcomes of the meetings.
- Researching, writing and assisting in writing of grants and tenders for national and international calls for R&D&I projects, including the preparation of Terms of Reference (ToR), Bill of Quantities (BoQs) and project budgets.
- Management of various aspects of the group's relations with the Research Executive Agency of the European Union and national grant Management Authorities, ensuring timely and correct reporting,
- Coordinating, and submission of all grant applications and deliverables relating to the AquaBioTech Group.
- Having agreed on the prioritised actions that conform to the company's own development strategy, the candidate will need to seek out partnerships through various means.
- Raising the profile of the company, locally and internationally, so as to better position ourselves for collaboration in forthcoming research calls. This position is demanding, requiring a person who is highly scientifically orientated, self-motivated, methodical and organised, capable of helping organise others.

### Requirements:

The successful candidate is likely to have knowledge on management and administration of EU and national funded projects, commercial project management experience and advanced use of MS Office or other project management applications. A M.Sc. level of education is preferred, although experienced B.Sc. Hons graduate candidates are also encouraged to apply. Knowledge of aquaculture / marine sciences will be considered an asset, although not essential. The selected person must be prepared to work to very tight deadlines in isolated and multi-functional projects and in conjunction with a team of international staff.

The selected candidate must be fluent in English (spoken and written), be capable of public speaking and presentation. Writing in clear English and being able to proof-read reports and submissions prepared by third parties is also essential. To be successful in this position, good leadership and interpersonal skills are essential. The selected candidate must be in possession of a clean driving license.

**Training provided:** No

**Any assistance with accommodation/relocation:** Yes

**Any other benefits:** We offer Work Permit, Health Insurance, Accommodation

**Salary:** 20K up to 28K

**How will the interviews be held:** Online

### To apply:

Please send Letter + CV in English by email to [eures.recruitment.jobsplus@gov.mt](mailto:eures.recruitment.jobsplus@gov.mt) con copia a [pcpmixto.eures@sepe.es](mailto:pcpmixto.eures@sepe.es) quoting the name of the vacancy **R&D project coordinator** and the vacancy reference **391932** in the covering email.

**Deadline:** 23.12.2022

Applicants must be Maltese/EU Nationals/other nationals who are entitled to equal treatment as EU Nationals with regards to employment (such as family members of EU Nationals) due to EU legislation & treaty rights regarding the free movement of workers.

**AYUDAS EURES A LA MOVILIDAD LABORAL:** Infórmate de las ayudas económicas para acudir a la entrevista, y/o para el posterior traslado al país de destino si resultas contratado. Requisitos y trámites a seguir en: Planes Específicos de Movilidad de EURES en los que participa España (Targeted Mobility Scheme - TMS) <https://www.sepe.es/HomeSepe/Personas/encontrar-trabajo/empleo-europa/tu-primer-empleo-eures.html>

Para más información contacta con el/la Consejero/a EURES de tu provincia:

[https://www.sepe.es/contenidos/personas/encontrar\\_empleo/encontrar\\_empleo\\_europa/consejeros.html](https://www.sepe.es/contenidos/personas/encontrar_empleo/encontrar_empleo_europa/consejeros.html)