


Job Description		Ad No:	ABT 16 / 20	Rev #	1.0	 <small>V:\files\hr\3\HRAdminFiles\HRDocu ments\HumanResources\Job Adverts\2020\ABTG--(R&D&I)\Project AdministrationandCommunications--1 8-Dec-19.docx</small>
Prepared By:	THB/MJG	Expected Start Date:		Q1 2020		
Approved By:		Last Revision Date:		18-Dec-19		

Immediate Vacancy

Research & Development & Innovation (R&D&I) - Project Administration and Communications

AquaBioTech Group is seeking a highly organised person with good communication and project administration skills to work with a rapidly growing team of scientists and engineers working in the field of aquaculture / marine sciences. The successful candidate will be involved in financial administration and project administration tasks, primarily for grant-based research with the European Union and local government funding, but also with private clients and internal development projects, the successful candidate will need to possess the ability to work with a diverse international team of staff, liaising successfully with granting agencies, clients and partners.


Synopsis of position offered

A position within the **AquaBioTech Group** has arisen for a suitably qualified person to join the Research & Development & Innovation (R&D&I) Department of the company and specifically in Project Administration and Communications. The duties include, but are not limited to:

- Financial administration of R&D&I projects with the support of the Finance unit of the company
- Preparation of internal time and cost reports for R&D&I Director
- Support in preparation of internal financial reports for the CFO
- Manage and organize the paper based and electronic R&D&I project administration together with the project managers
- Liaise with project managers and project partners to generate news about projects and publish them in the social media
- Manage the social media sites and websites of collaborative research projects
- Support of project managers in preparation of dissemination materials about the projects

Qualifications Overview

A successful candidate is likely to have a solid background in Administration or Communication with at least three (3) years of experience, preferably with a M.Sc. level of education in relevant fields. B.Sc. Hons graduates are also encouraged to apply.

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The individual is expected to be highly organised with good communication and administration skills, with knowledge of aquaculture / marine sciences been considered an asset, although not essential.

The successful candidate will need to have extensive experience in MS Office and Social Media applications, with experience and knowledge in WordPress being considered and asset.

The selected candidate will have to speak and write English fluently. Knowledge of any other languages would be considered an asset, although not essential. The selected candidate must have a clear passport with no travel restrictions, no legal convictions held at any time and be in possession of a clean driving licence.

Financial Package

The successful candidate will be offered a long-term, fixed-term contract with the company. The starting package offered for this position will be structured largely upon the chosen candidate, reflecting the experience the candidate brings to the company, but also in line with the cost of living in Malta and could include an accommodation package, if required.

Application Procedure

Further information about the **AquaBioTech Group** and the services we offer can be viewed at www.aquabt.com. Applicants are required to submit a full *Curriculum vitae* in the **AquaBioTech Group** Europass format that **must** be downloaded from our website – **no other Cv formats will be accepted**. Questions about the application should be directed to the HR Manager, on hr@aquabt.com