


Job Description		Ad No:	ABT 15 / 20	Rev #	1.0	 <small>\\Filesrv\hr\HRAdminFiles\HRDocuments\HumanResources\Job Adverts\2020\ABTC-(R&D&I)\Project Coordinator-18-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 Coordinator

AquaBioTech Group is seeking a highly organised person with good communication and project management 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 researching, planning and coordinating projects, 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 as a Project Coordinator. The duties include, but are not limited to:

- Support the work of the Research, Development and Innovation (R&D&I) Director.
- Technical and financial monitoring and supervision of internal R&D&I projects, coordination the work of project managers.
- Monitoring of upcoming grant opportunities, national and international, and liaising directly with the Business Development and Business Area Managers to form internal R&D&I projects.
- Planning budgets and activities of proposed internal R&D&I projects, ability to write and present sound project proposals by.
- 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.

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- Management of various aspects of the group's relations with the Research Executive Agency (REA) of the European Union, 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.
- Coordination of various international grants for research projects that the AquaBioTech Group and its partners are awarded ensuring that all staff complete their assignments and deliverables on time and on budget, managing and documenting projects and reporting on deliverables.


Qualifications Overview

A successful candidate is likely to have a solid background in Project Management, preferably with a M.Sc. level of education in Management or relevant fields. Experienced, B.Sc. Hons graduates are also encouraged to apply.

The individual is expected to be highly organised with good communication and project management skills, with a good understanding of project financing and technical reporting. Candidates are also likely to have a good background in H2020 or FP7 management, having previously managed projects or work packages at least in two (2) significant projects.

Experience with project management software, such as MS Project, as well as knowledge of aquaculture / marine sciences will be considered an 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.

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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](http://www.aquabt.com) 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