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| <b>Job Description</b> |                  | <b>Ad No:</b>               | <b>03 / 17</b> | <b>Rev #</b>           | <b>1.1</b> | <br><small>C:\Users\SAH\Documents\ABTG<br/>File\ABT Admin Files\Advertising\Job<br/>Adverts\ABTG-EUProjectsCoord-23-<br/>Jan-17.doc</small> |
| <b>Prepared By:</b>    | <b>THB</b>       | <b>Expected Start Date:</b> |                | <b>Second Qtr 2017</b> |            |   |
| <b>Approved By:</b>    | <b>SAH / LCD</b> | <b>Last Revision Date:</b>  |                | <b>23 – Jan - 2017</b> |            |   |

## Immediate Vacancy

# EU Projects - Applications and Coordination

**A highly organised person with good communication and project management skills is sought to work with a rapidly growing team of scientists and engineers working in the field of marine sciences. 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**

**Key Words:** *Highly organised; communications; EU projects; knowledge development; international team; fluent in English.*

### SYNOPSIS OF POSITION OFFERED

A position within the project management team of **AquaBioTech Group** has arisen for a suitably qualified person to work as an **EU Projects - Applications and Coordination** with work including:

1. 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**.
2. Monitoring of upcoming grant opportunities, national and international, and liaising directly with the Business Development and Research & Development Managers. 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 including (but not limited to) CORDIS, FAO, BioNet, and National Contact Points (NCP).
3. Raising the profile of the company, locally and internationally, so as to better position ourselves for collaboration in forthcoming research calls.
4. Researching, writing and assisting in writing of grants and tenders for the Research Executive Agency (REA), European Commission (EC), Malta Enterprise (ME), MCST, etc., including the preparation of Terms of Reference (ToR), Bill of Quantities (BoQs) and project budgets.
5. 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.

In addition, the **AquaBioTech Group** operates a diverse business and anticipates other opportunities into which the successful candidate may expand their work portfolio over time, including

(but not limited to) marketing opportunities, supervising internships, and designing and administering an e-learning course.

The position is demanding requiring a person who is highly scientifically orientated, motivated, methodical and organised, capable of helping to organise others. 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.

## Qualifications Overview

Candidates are likely to have a good background in EU project management having previously coordinated at least two (2) significant projects. Knowledge of project management software, such as MS Project will be considered an asset. Academically, we would prefer a candidate with at least an M.Sc. level of education, 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.

Candidates will need to demonstrate that they have an exceptional command of the English language, be capable of public speaking and presentation. Writing in clear and precise technical 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 inter-personal skills are essential.

The successful candidate will be offered a long, fixed-term contract with the company that would very likely be extended further. The selected candidate will have to speak and write English fluently and knowledge of any other European languages would be considered an asset, although not essential.

The selected candidate must be over twenty-five (25) years of age, have a clear **EU passport**<sup>1</sup> with no travel restrictions or legal convictions and be in possession of a clean driving licence. Applicants must be prepared to travel at short notice as part of international assignments the company is awarded.

## Financial Package

The starting package offered for this position will be structured largely upon the chosen candidate, reflecting the experience the candidate brings to the company.

## Application Procedure

Further information about the **AquaBioTech Group** and the services we offer can be viewed at [www.aquabt.com](http://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 Director of Administration, on [admin@aquabt.com](mailto:admin@aquabt.com)

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<sup>1</sup> Applicants from other countries where the first language is English, or the applicant has English as a joint-first language, are also encouraged to apply, although it should be noted that EU applicants will be interviewed first.