

## ANNEX 1

Tab 1

<b>Vacancies</b>	N. 3
<b>Project</b>	PNRR research programs, Mission 4 – "Education and Research" – Component 1, "Enhancing the supply of education services: from nurseries to universities, from research to business" – Investment lines: <ul style="list-style-type: none"> <li>• 3.4 PRJ-1866 (MARE)</li> <li>• 3.4 PRJ-1865 (NewSEASON)</li> <li>• 3.4 PRJ-1864 (WAGON2AFRICA)</li> </ul>
<b>CUP (Consolidated Project Code)</b>	B71I24000240006, D71I24000300001, E17G24000420006
<b>Category</b>	EP Administrative - Management Sector
<b>Duration</b>	18 months
<b>Location of the research activity:</b>	University of Palermo - Special Service for International Relations
<b>Qualifications for access</b>	Specialist degree, master's degree or old degree
<b>Required professional qualification</b>	<ul style="list-style-type: none"> <li>• Proven experience in managing national and European projects; collaborations in the public administration sector; knowledge of project management techniques and project coordination and reporting mechanisms.</li> <li>• Certified knowledge of the English language at least at level B2 (issued by certification bodies accredited by the Ministry of Education and Merit).</li> </ul>
<b>Technical and administrative support activities on the following work programme</b>	<p>Within the scope of the indicated Projects, the following activities must be carried out:</p> <ul style="list-style-type: none"> <li>• support for the coordination of TNE projects, of the individual Work Plans of the Milestones and WPs and of the planned activities, ensuring a constant relationship with the scientific referent, the partners and the central offices responsible for managing the project;</li> <li>• technical support in physical-procedural monitoring activities, financial reporting, reporting as well as promotion and dissemination of project initiatives;</li> <li>• analysis of the progress of the activities, of the critical issues and of the related mitigation actions through detection tools appropriate to the nature, characteristics and contents of the actions, as well as to the system of result and implementation indicators envisaged in the design phase;</li> <li>• supervision and coordination of the procurement of necessary goods and services by all the operational units of the University involved in the implementation of the project in coordination with the scientific referent of the project and the scientific referents of the individual partners;</li> <li>• technical and organizational support to the professors/researchers involved in the technical-scientific activities in coordination with the scientific referent of the project;</li> <li>• technical support to the scientific project manager in relations with the human resources involved in the implementation of the project activities;</li> <li>• collection and analysis of project data/indicators, ensuring the quality and accuracy of the information collected, adopting all the measures necessary to achieve the targets and milestones of the projects;</li> <li>• drafting, when necessary also in English, of periodic reports on the progress of the work phases of the TNE projects in relation to the assigned activities, analysis of any critical issues and development of improvement solutions;</li> <li>• participation in meetings, gatherings and working groups;</li> <li>• drafting, when necessary also in English, of documents, papers and action plans;</li> <li>• any other activity that may be useful and/or necessary to achieve the objectives and results of the project.</li> </ul>



	In carrying out the activities, transversal collaboration with the various offices responsible for managing the projects is expected in order to guarantee the effective and timely implementation of the planned activities.
<b>Required skills</b>	Skills in project management, project management techniques and expert use of dedicated applications, including those for the creation of text documents, graphs and spreadsheets.
<b>Language skills</b>	English