

ANNEX 1

Tab 1

Vacancies	N. 6
Project	PNRR Mission 4, "Education and Research" - Component 2, "From research to business" – Investment lines:1.3 PRJ-1173 (NEST) – PRJ-1088 (HEAL) 1.4 PRJ-1100 (NBFC) e PRJ-1101 (MOST) 3.1 PRJ-1089 (ITSERR) funded by the European Union – NextGenerationEU and project PNC PRJ-1186 (DARE)
CUP (Consolidated Project Code)	B73C22001250006, B73C22001280006, B73C22000790001, B73C22000760001, B53C22001770006, B53C22006460001
Category	EP Administrative - Management Sector
Duration	18 months
Location of the research activity:	University of Palermo - Research and Transfer Area Technological and Economic-Financial and Property Area
Qualifications for access	Specialist degree, master's degree or old degree
Required professional qualification	Certified experience in managing national and European projects; collaborations in the public administration sector; knowledge of project management techniques and coordination and control mechanisms of research projects.
Technical and administrative support activities on the following work programme	The winner will have to carry out the following activities: <ul style="list-style-type: none"> • support for the coordination of research projects, the individual Work Plans of the Milestones and WPs and the activities envisaged by the Project, ensuring a constant relationship with the scientific contact, the HUB, the spokes and the central offices responsible for managing the project ; • technical support in physical-procedural monitoring activities, financial reporting, reporting as well as promotion and dissemination of research project initiatives; analysis of the progress of the activities, the critical issues and 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; • supervision and coordination of the supplies of necessary goods and services by all the University operational units involved in the implementation of the project in conjunction with the project's scientific contact and the scientific contacts of the individual Spokes; • technical and organizational support to researchers engaged in technical-scientific activities in conjunction with the project's scientific contact; • technical support to the project's scientific contact in relations with the human resources involved in carrying out the project activities. • collection and analysis of project data/indicators, guaranteeing the quality and accuracy of the information collected, adopting all the necessary measures to achieve the project targets and milestones; • drafting, also in English when necessary, of periodic reports on the progress of the work phases of the research projects in relation to the assigned activities, analysis of any critical issues and development of improvement solutions; • participation in meetings, meetings and working groups; • preparation, when necessary also in English, of documents, papers and action plans; • any other activity that may be useful and/or necessary to achieve the project objectives and results



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