



Project Assistant Position – March 2011

APPLICATION DEADLINE: Monday 14th March @17.00

AquaTT is an international foundation providing knowledge management solutions. Our mission is to bridge the knowledge gap between the dynamic R&D environments and the progressive commercial sector. AquaTT has historically serviced the marine sector but recently, as part of a new strategy for growth, is expanding its scope to cover the broader fields of food, energy and environment.

AquaTT has been in operation since 1992 and has two Irish Universities as corporate members, (UCC & NUIG). Most recently AquaTT has been extremely successful in securing significant grants from the European Commission 7th Framework Programme to implement important strategic RTD projects.

AquaTT is currently looking for a dynamic individual to join the current team, implement delivery of its new flagship projects and help realise the full potential of the organisation.

Position: Project Assistant Position carrying out scientific project management

Type: Full-Time 18m contract (Initial 6 month probation) available immediately

DESCRIPTION

This is a fixed-term position based in our Dublin city centre office. The role of the Project Assistant is to assist in project managing European Commission funded scientific research projects according to strict deadlines and within budget. This includes coordinating the efforts of partner team members and third-party contractors or consultants in order to deliver the project according to plan. The Project Officer will also oversee quality control throughout the project life cycle. A description of AquaTT's new FP7 projects is available on the company website (www.aquatt.ie).

The Project Assistant is an entry level position in the organisation and would suit a recent graduate with training in a science domain but other graduates with relevant competence, skills and experience should also apply. Training will be provided.

ESSENTIAL CRITERIA

- EEA work authorisation
- A minimum of a bachelors degree
- Excellent level of English
- Excellent presentation skills
- Excellent writing skills
- Sound working knowledge of MS Office systems



- Task-orientated, responsible and autonomous / Good in completing tasks and delivering results
- Strong inter-personal and communication qualities within a multi-national context, including discretion, diplomacy and tolerance
- Commitment to deliver on allocated tasks and respond in a timely manner to deadlines
- Good ability to work in a team and in multicultural environments
- Ability to demonstrate initiative

DESIRED SKILLS BUT NOT ESSENTIAL

- Working knowledge of another European language being an advantage, but not a requirement
- Further 3rd level qualifications
- Project management experience
- Event management experience
- Experience in information management and communication through electronic platforms

SALARY SCALE: €22,500 per annum + performance related bonus scheme

APPLICATION PROCEDURE

Application Deadline: Monday 14th March @17.00

Application Requirements: A cover letter and CV should be sent to David Murphy, AquaTT Manager **electronically** (david@aquatt.ie).

Application Procedure: Shortlisted applicants will be notified by the 18th March and must be available for an interview on the 25th of March for which they will have to prepare a short presentation (theme to be provided later).