|  |
| --- |
| **Scientific Project Assistant (6 Month contract)**  |

Are you a recent science graduate? Are you an excellent communicator, accurate, pro-active, diligent, dedicated and responsible, and do you have a can-do attitude? Then AquaTT is looking for you.

# ORGANISATION BACKGROUND

AquaTT’s core services are Knowledge Management, Project Management, Communication & Dissemination and Education & Training. AquaTT works alongside Europe’s top researchers to help tackle major societal challenges by ensuring the new knowledge generated from research is effectively transferred resulting in uptake and measurable impact. AquaTT works with over 250 institutes in over 40 countries.

AquaTT’s experienced multi-disciplinary, multi-national European team works with scientists throughout the entire project life cycle from its conception to its finalisation. AquaTT is presently participating in 17 EC funded Seventh Framework Programme (FP7) projects in the areas of Marine Science, Food, Energy and Environment. In addition, AquaTT manages and participates in projects related to European funding programmes such as Interreg and the Lifelong Learning Programme, focussing on Education and Training.

In addition to our core partnership role in EC-funded projects, AquaTT has recently started a Mentoring, Training and Advisory service, which is designed to support others in their efforts to mobilise knowledge, drive innovation and ensure measurable value creation.

A brochure on AquaTT, including our project portfolio can be found on our website homepage, [www.aquatt.ie](http://www.aquatt.ie).

# JOB DESCRIPTION

**Position:** Scientific Project Assistant

**Type:** Full-Time 6 month contract, available immediately

**Remuneration:** €22,687 Gross (Value of 6 month contract: €11,343)

This is a temporary short-term fixed position based in AquaTT’s Dublin city centre office. Reporting to the Programme Manager, the role of the project assistant will be to assist in the delivery of AquaTT’s Knowledge Transfer projects.

## Primary Responsibilities

* To carry out specific tasks on AquaTT projects as directed, including;
	+ Desktop research
	+ Contribute to the development of AquaTT’s internal and project based knowledge management systems, including cataloguing and indexing materials and documentation as well as carrying out quality control procedures
	+ Contribution to the production of reports
	+ Website maintenance
	+ Fulfil administrative requirements and other appropriate activities as requested by the Management team.

### ESSENTIAL CRITERIA

* EEA work authorisation
* Educated to degree level in a scientific domain
* Excellent written and spoken English
* Excellent interpersonal skills, ability to collaborate, possessing a ‘can-do’ attitude
* Must be highly organised and be able to work on several projects simultaneously
* Ability to work to strict deadlines
* Good ability to work in a team and in multicultural environments

A minimum of a BSc. in a scientific domain. No previous experience is required, training will be provided to supplement the successful candidate’s current skillset. By the end of the contract the successful candidate will have an overview and developed their skills in the following areas; project management, funding procurement, desktop research, scientific knowledge transfer and dissemination.

Recent graduates will be considered for this role.

**If offered the position, the candidate must be able to available to start by beginning of May.**

#### APPLICATION PROCEDURE

**Application Deadline:**  **15th April 2013, 18.00**

(Candidates must be available for an interview on the 18 or 19th April)

**Application Requirements:** A cover letter and CV should be addressed to David Murphy, Manager and sent **electronically** to: jobs@aquatt.ie.