



**INTERNATIONAL OPEN JOB COMPETITION –
DIRECTOR, PRIMA FOUNDATION SECRETARIAT**

Summary of the position:

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| Position Title | Director – PRIMA Foundation Secretariat |
| Function | Director of the PRIMA Foundation Secretariat |
| Location | Barcelona, Spain |
| Contract Duration | 5 years (renewable once for a maximum of 5 additional years) |
| Application Period | Until 15 February 2026 (23:59 CET) |
| Shortlist Approval | 4 March 2026 (approval of the shortlist by the Board of Trustees) |
| Interviews and decision | 24 March 2026 (interviews of shortlisted candidates and a subsequent appointment decision by the Board of Trustees) |
| Start Date | Immediately after the Board of Trustees’ appointment decision. Any later date may be agreed only in duly justified circumstances and subject to agreement with the Board of Trustees. |
| Employment Type | Full-time |
| Staff Supervised | 16 Secretariat staff members |
| Implementing Structure | PRIMA Foundation (implementing structure of the PRIMA programme under Spanish law) |
| Application Method | Online only via the following link |
| Required Documents | <ol style="list-style-type: none"> 1. Curriculum vitae (CV) 2. Motivation letter 3. Contact details of up to three potential references 4. Copy of a valid passport or identity document |
| Contact for Inquiries | Julià Rebés, Secretary of the Board of Trustees and PRIMA Secretariat Legal Officer – julia.rebes@prima-med.org |

1. Background and Context

The Partnership for Research and Innovation in the Mediterranean Area (PRIMA) is an EU-institutionalised partnership established under Article 185 of the Treaty on the Functioning of the European Union (see relevant links below). PRIMA brings together 20 Participating



States (12 EU Member States and 8 non-EU Mediterranean countries), aiming to develop innovative solutions for sustainable water management, farming systems, and agri-food value chains in the Mediterranean region, particularly addressing challenges related to climate change, food security, and resource scarcity. PRIMA operates through an integrated governance and funding model, promoting co-decision and co-ownership among all Participating States. PRIMA's calls for proposals are funded by the EU (under "Section 1") and by Participant States (under "Sections 2 and 3"). PRIMA's implementation, extended under Horizon Europe, includes annual calls that are granted at least until 2027. A key challenge for PRIMA in the coming years is ensuring the continuity of the program within the forthcoming Framework Programme 10 (FP10, 2028-2034), permitting the launch of annual calls as from 2028, or to ensure the phase-out of the partnership.

2. Position Overview

In accordance with Article 14.1 of the PRIMA Statutes, the Board of Trustees of the PRIMA Foundation appoints the Director following an international open competition. The selected candidate will serve as the Director of the PRIMA Foundation Secretariat for a period of five years, with a mid-term evaluation conducted by the Board of Trustees at the halfway point of the five-year mandate. Renewal for a maximum of five additional years is possible only once, in accordance with Article 14.1 of the PRIMA Statutes.

3. Duties and responsibilities

The Director shall ensure the execution and implementation of the Board of Trustees' decisions and manage the Foundation's daily activities and staff in accordance with its internal regulations. For detailed responsibilities, see Articles 14.2 and 14.3 of the PRIMA Statutes. In line with these statutory provisions, the Director's core functions are outlined below:

- a. Manage the PRIMA Foundation Secretariat in Barcelona, in particular with regard to the overall financial and day-to-day operational management of the PRIMA Foundation Secretariat;
- b. Manage and develop the assigned personnel of the PRIMA Foundation Secretariat;
- c. Strategically develop and update the PRIMA funding programme on the basis of the PRIMA basic act (Decision (EU) 2017/1324) and the amendment of the PRIMA basic act (Decision (EU) 2017/1324), building on results of previous, on-going and upcoming evaluations; in particular with regard to formulate and implement an 'exit strategy' in anticipation of a discontinuation of the partnership, as well as a carry-over of the activities or parts of the activities to a new partnership to be established under the rules of the next Multiannual Financial Framework (MFF).
- d. Communicate and maintain trusting relationships with the Foundation's Board of



Trustees and implement Board decisions;

- e. Support and liaise with the Scientific Advisory Committee (SAC);
- f. Manage the PRIMA Foundation Secretariat's public relations and organise and implement Foundations events;
- g. Act as Responsible Authorising Officer (RAO), meaning being fully accountable, in close cooperation with the chief financial officer, for all expenditures and financial transactions of the PRIMA partnership since its starting date. This includes safeguarding that accurate and detailed records of all financial transactions are maintained and always kept up to date.
- h. Oversee the implementation, monitoring and scaling-up of PRIMA-funded projects to maximize their impact and ensure alignment with strategic objectives.
- i. Represent PRIMA externally through strategic stakeholder engagement and communication activities agreed with the Board of Trustees, including fostering relationships with Participating States, the European Commission, international organisations and presenting PRIMA in relevant international organizations and fora.

4. Qualifications and requirements

Essential Qualifications:

- A Master's degree or higher; PhD is an asset.
- At least 10 years of professional experience in managing and coordinating large programmes, projects and/or joint initiatives of the EU or other major organisations.
- Experience in building and managing partnerships and collaborations, preferably in the research and Innovation sector, and particularly with international research and innovation funding agencies.
- Budgetary and financial management experience, particularly of research and innovation programmes.
- Ability to navigate complex organisational structures.
- Poise and credibility to be an effective leader in a wide range of settings.
- Impeccable personal and professional and financial integrity.
- Leadership capacities and experience in supervision of personnel.
- Excellent written and spoken English.
- Strong sense of responsibility, initiative and self-motivation.

Desirable Qualifications:

- Demonstrated capacity and experience in research and innovation, management, particularly in scaling-up project results and ensuring impactful outcomes.



- Experience working with EU-funded programs, particularly within Horizon 2020 or Horizon Europe.
- Experience with financial and expenditure accountability.
- Familiarity with Mediterranean regional challenges and stakeholders.
- Proficiency in additional languages relevant to PRIMA Participating States.
- Experience in managing international or cross-cultural teams.
- Professional experience in the Euro-Mediterranean countries.
- Networking capabilities and a proven track record of networks with Euro-Mediterranean stakeholders.
- Demonstrated experience in navigating complex political and institutional environments.
- Strong diplomatic, communication, and negotiation skills.

5. Application and Selection Procedure

This Vacancy Notice is published to organise the international open job competition required under Article 14.1 of the PRIMA Statutes for the appointment of the Director.

- Applications must be submitted using the provided Smartsheet link.
- Candidates must include:
 1. A detailed Curriculum Vitae.
 2. A structured motivation letter (maximum of three pages) describing why the candidate thinks they are suitable for the role of Director of the PRIMA Foundation Secretariat.
 3. Contact details of three potential references.
 4. A copy of their passport or identity document.
- The Steering Committee of PRIMA Foundation will oversee the initial screening of applications and shortlisting of candidates, and will propose a short list to the Board of Trustees. The Board of Trustees will approve the final short list.
- Only shortlisted candidates will be contacted.
- The final selection, including candidate interviews, will be conducted by the Board of Trustees. Shortlisted candidates will be notified, and the mode (in-person or remote) of interviews will be communicated to them.

6. Conditions of Employment

- The Director will be based at the PRIMA Foundation premises in Barcelona.
- The position requires a full-time commitment.
- Candidates may submit their applications regardless of nationality or current legal



status. If the selected candidate does not hold EU citizenship or a valid working permit in Spain, the necessary authorisation will be sought with the support of the PRIMA Secretariat. Please note that, in such cases, the procedure may require additional time.

- Annual gross salary: EUR 138,114. If the selected candidate is relocating from outside the Barcelona area, a relocation allowance equivalent to one month of gross salary will be paid.

7. Equal opportunities

PRIMA Foundation is committed to equal opportunities and ensures that all applicants are treated fairly and appointed solely based on suitability for the position, irrespective of ethnicity, gender, age, disability, caring responsibilities, sexual orientation, marital/civil partnership status, or religion/belief.

8. Data protection

Personal data provided in the context of this selection procedure will be processed in accordance with the PRIMA Foundation Privacy Policy and applicable data protection legislation, including the GDPR. Data will be used exclusively for the purposes of managing this international open job competition, including the assessment, evaluation and selection of candidates and, where applicable, the preparation of the employment contract with the selected candidate.

By submitting their application, candidates give PRIMA consent to hold and process the personal data contained in their application (CV, motivation letter, references and identification document) for this purpose. The information provided will be made available to members of the PRIMA Steering Committee and the PRIMA Board of Trustees, insofar as they are directly involved in the evaluation and decision-making process for this position.

Personal data of unsuccessful candidates will be retained only for the period necessary to complete the procedure and for a limited time thereafter, in line with PRIMA's Privacy Policy on job vacancies, and will then be deleted or anonymised, unless a longer retention period is required by law.

Candidates may exercise their data-protection rights (such as access, rectification, erasure, restriction, objection, portability and, where applicable, withdrawal of consent) in accordance with [PRIMA's Privacy Policy](#).

9. Relevant Links

- PRIMA Website: <https://prima-med.org>
- PRIMA Statutes: <https://prima-med.org/wp-content/uploads/2021/07/STATUTES-PRIMA-FOUNDATION.pdf>





- PRIMA Decision (EU) 2017/1324: <https://prima-med.org/wp-content/uploads/2021/09/2017-07-04-OJEU-DECISION-1324-PRIMA.pdf>
- Amendment to PRIMA Decision: https://prima-med.org/wp-content/uploads/2024/04/OJ_L_202401167_EN_TXT-1.pdf
- PRIMA Code of conduct: https://prima-med.org/wp-content/uploads/2022/01/CoC_approved-by-BoT-21.11.19.pdf

Barcelona, 15 December 2025

