

ANNOUNCEMENT FOR PROVISION OF THE WORKPLACE

VAC-2023-88 – Grant officer - Project Management Department

Number of places: 1

Category: Auxiliar – AUX 1

Workplace: Campus Nord, UPC (Barcelona)

Salary (gross): 24.030,91 €

Weekly working hours: 40

Duration: 6 months

The Project Management Department provides administrative and management support to CIMNE research staff, covering all stages of research grants. From identifying opportunities, coordinating and contributing to applications for research projects, fundraising in competitive calls and managing financial, legal and administrative aspects of all awarded projects and fellowships.

We offer a full-time position for a Grant officer to join our Project Office in Barcelona. The person who joins will be in charge of the administrative and financial management of the fellowships of the center as well as support to the Post Award team with the management of funded projects. All the functions are detailed below:

Functions to be developed:

1. Fellowships management, which includes possible amendments to the award resolution, preparation of annual justifications, financial reports, as well as preparation of audits.
2. Monitoring budget and expenditure levels to provide grant holders with regular follow-up in connection with expenditure control, budget deviations and budget forecasts.
3. Acting as financial control point for approval of staff costs and monitoring the time recording for funded fellowships.
4. Keeping funds and grants accounting records updated in the ERP and provide assistance to keep up-to-date data for the year-end and monthly closing process.
5. Support to the Post Award team with the management, justification and audits of the funded projects and the Severo Ochoa Programme.

6. Support with the validation of UNEIX annual data of the center to be reported to CERCA entity.
7. Coordination with other administrative departments. Mainly HR, Accounting and Communication.
8. Fluent conversation with the PIs and Group Leaders of the center.

Required skills:

- Education: Diploma or Degree in Social Sciences.
- Experience in management of career development resources for researchers (FPI, FI, INVESTIGO, Primera experiència, JyC, Marie Curie Postdoctoral Fellowships, among others).
- Knowledge of the regulations, procedures and policies at European, national and regional level.
- Languages: Spanish, Catalan and English (B2 level)

Other valued skills (not mandatory):

- Experience in ERDF, Next Generation Funds and National funded Projects will be highly valued.
- Experience in public research centers or universities.
- Advanced user of Microsoft Office.
- Good verbal and written communication skills
- Knowledge of other languages and official certifications will be an advantage.
- Responsible, proactive, organized, multi-tasking and with the ability to work in a team and to meet tight deadlines.

Qualification system:

The requisites and merits will be evaluated with a maximum score of 100 points. The maximum score will be the result of the sum of the following:

- **Academic qualifications:** 10%
- **Training and Development:** 20%
- **Professional Experience:** 15%
- **Knowledge of Catalan:** 15%
- **Knowledge of English:** 10%
- **Screening tests and interviews:** 30%

Candidates must complete the "Application Form" on our website, indicating the reference of the vacancy and attaching the required documents.

The deadline for registration to the offer ends on January 23th, 2023 at 12 noon.

The preselected candidates may be requested to send the documentation required in the "Requirements" and "Merits" sections, duly scanned, and may be called to go through selection tests (which might be eliminatory) and / or personal interviews.

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