International Centre for Numerical Methods in Engineering

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CIMNE - Edifici C1 Campus Nord UPC
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ANNOUNCEMENT FOR PROVISION OF THE WORKPLACE

VAC-2022-50 – Grant officer - Project Management Department

Number of places: 1

Category: TEC SUP

Workplace: Campus Nord, UPC (Barcelona)

Salary (gross): In accordance with the salary categories of the centre

Weekly working hours: 40

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.

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 competitive projects of the center as well as support in the application phase. All the functions are detailed below:

Functions to be developed:

1. Support in the preparation of proposals for new projects, at administrative and financial level, as well as submitting the corresponding applications, according to the guidelines of the bases of the calls.

2. Project management, which includes negotiations of the Grant Agreement, possible amendments to the award resolution, preparation of final justifications, financial reports, as well as preparation of audits.

3. Monitoring budget and expenditure levels on the assigned projects to provide project holders with regular follow-up in connection with expenditure control, budget deviations and budget forecasts.

4. Acting as financial control point for approval of staff costs and purchases and monitoring the time recording for funded projects.

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5. 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.

6. Administrative coordination of projects when required.

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, preferably in business management and administration or similar. Postgraduate studies will be a plus.

- Minimum 5 years of experience in European project management (H2020, HE, Interreg ...).

- Knowledge of the regulations and procedures for managing research projects at European, national and regional level.

- Languages: Spanish, Catalan and English. Knowledge of other languages and official certifications will be an advantage.

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.

- Responsible, proactive, organized, multi-tasking and with the ability to work in a team and to meet tight deadlines.

- Good verbal and written communication skills

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: 10%

- Professional Experience: 35%

- Knowledge of Catalan: 5%

- Knowledge of English: 15%

- Screening tests and interviews: 25%

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

The registration deadline ends on July 22, 2022 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.