

# JOB VACANCY ANNOUNCEMENT

## VAC-2024-62 – Grant officer – FATSAM Project

**Number of places:** 1

**Category:** Research staff (TECMIG3)

**Workplace:** Campus Nord, UPC (Barcelona)

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

**Weekly working hours:** 40

**Duration:** 16/12/2024 – 15/12/2026 (2 Years)

One of the objectives of the FatSAM\* project is enhancing the research management of the TUBITAK (Beneficiary and Coordinator of the Project) and its staff through training personnel on the management of large European Consortia and general administrative protocols of competitive projects, creating a proposal preparation unit at TUBITAK and endorsing it with long term innovation support practices. This objective will be achieved by collaborating with the Project Management Department of CIMNE.

*\*FATSAM Project has received funding from the European Union's Horizon Europe research and innovation programme under Grant Agreement N°101159809*



Funded by the  
European Union

We offer a full-time position for a grant officer to join the FATSAM Project Team. The person who joins will be in charge of the Project Tasks (WP5) regarding training and communication issues. Specifically, it will be responsible for training in financial, administrative, legal and operational aspects, in reference to the comprehensive management of European-level Grants (mainly those of the Framework Programme, but also other initiatives in which Turkish entities can participate as beneficiaries). All the functions are detailed below:

### Functions to be developed:

1. Support in the creation of an effective communication system (i.e. Newsletter or similar) with the aim of disseminating funding opportunities among TUBITAK staff.
2. Training and advice on legal, financial and operational aspects arising from the management of European Grants.
3. Training and advice on the active search for financing opportunities for the entity.

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4. Mentoring and advisory functions, both through a stay at the TUBITAK entity, and through the visit of its administrative staff to the CIMNE facilities.
5. Support in the communication and dissemination tasks of the project
6. Support in the establishment of a pre-award proposal preparation unit.

#### Required skills:

- Education: Diploma or Degree, preferably in economics, business management and administration or similar.
- Minimum 2 years of experience in European (H2020, HE, Interreg...), Spanish and regional proposals management.
- Knowledge of the regulations and procedures for managing research projects at European, national and regional level.
- Experience in public research centers or universities.
- Languages: Spanish, Catalan and English. Knowledge of other languages and official certifications will be an advantage.
- Availability to stay in Türkiye

#### Other valued skills (not mandatory):

- Knowledge in Mediterranean grant initiatives (Interreg, Prima, COST, LIFE etc.).
- Advanced user of Microsoft Office. Knowledge of Management tools
- 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 note of 100 points. Such maximal note will be obtained summing up the following points:

- **Academic qualifications:** 15%
- **Training and Development:** 10%
- **Professional Experience:** 30%
- **Knowledge of Catalan:** 5%
- **Knowledge of English:** 15%
- **Screening tests and interviews:** 25%

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

The deadline for registration to the offer ends on November 12<sup>th</sup>, 2024 at 12 noon.

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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 of eliminatory nature) and / or personal interviews.

### **Commitment to inclusivity:**

At CIMNE, we champion workplace equity, diversity, and inclusion. We're committed to fostering a culture where everyone can thrive, leveraging diverse talents and backgrounds. We welcome all applicants regardless of color, religion, gender, origin, abilities, gender identity, sexual orientation, pregnancy or any other characteristic. Join us in building a community that values, celebrates, and respects every individual.

### **HR Excellence in Research:**

CIMNE welcomes and supports the principles of European Commission's European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, embracing a transparent, attractive, and open labour market in research. The centre's Human Resources Strategy for Researchers (HRS4R) includes an action plan with actionable short and long-term actions to support a high-quality working environment for all. Further information can be found here.