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Ref. 83/2022

Code:

Project:

Area: Management and Finance Director

Area leader: Jaume Marfà sánchez

Group: Planning and Control

Group leader: Vanessa Vall Baboim

JOB DESCRIPTION

COORDINATED PROJECT MANAGER

IREC-CERCA is looking for a Coordinated Project Manager to join our Project Management Team. We are seeking for an experienced profile who is familiar with the administrative, financial and legal management of EU funded projects (H2020 and HE).

Who we are:

IREC-CERCA is a non-profit research centre of excellence in applied energy research with international recognition comprised by an environment of highly qualified and motivated professionals.

Visit our website for more details: www.irec.cat

Tasks and responsibilities:

- Management, monitoring and financial monitoring of projects once awarded.
- Support to researchers in project management during the post-award phase.
- Project management support to project leaders and financial monitoring of projects during post-awarded phase.
- Preparation and presentation of financial reports.
- Preparation and participation in project audits.
- Participation and support in the preparation of audits of the center.
- Any other task linked to administrative, financial and/or legal management.

Requirements:

- University Degree in Science, Engineering, Technology or Economy.
- At least 3 years of proven experience in administrative and financial management of EU funded projects, financial reporting and project audits of research projects.
- Proven experience in financial/administrative coordination of EU research collaborative projects (H2020, HE).
- Knowledge of the European research framework.



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- Good level of English (both written and spoken). Good level of Spanish (both written and spoken).
- Advanced level of the Microsoft Office Tools (Excel, Word, Powerpoint).

Advantageous

- Proven experience in the management of national funded projects.
- Proven knowledge of the Catalan and Spanish research frameworks.
- Proven experience in public research centers and/or public universities.
- Knowledge of Catalan and other EU languages.
- Knowledge of management programs (SAP)
- It will be specially valued to hold an official certificate of disability.

Personal Skills:

- Self-motivated and open-minded.
- Team Worker.
- Analytical and synthesis capabilities.
- Good communication skills.

What we offer:

- Full-time contract (39.5 h per week).
- Friendly international work environment.
- Be in contact and work with challenging R&D projects.
- Salary will be paid in accordance with the IREC's salary policy, depending on the candidate's qualification and professional experience. Salary range: 32.500 – 36.500 euros.

Application

Applicants should send a detailed CV and a letter of motivation to irecjobs@irec.cat and vbaboim@irec.cat

The application deadline is Oct, the 31st 2022.

Please indicate “**Ref. 83/2022 – COORDINATED PROJECT MANAGER**” in the subject