

Publish date: March 6th, 2024

Deadline for application: 26/03/2024

Ref. 2024/45

Project: TrasnHEner 2.0

Area: Management and finance area

Group: 890 – Unitat de Gestió

Group leader: Vanessa Vall Baboim

IP: Marta Fonrodona

TransHEner2.0 Project manager

Description:

IREC-CERCA is looking for a Project Manager to join the Project Management Team. This Position will be co-funded within the frame of TransHEner 2.0 project (*Fostering the energy transition in Horizon Europe*, TransHEner2.0 – funded by MICINN-AEI - (<https://www.irec.cat/research/projects/transhener20>)). We are seeking for a profile who is preferably familiar with the administrative, financial and legal management of EU funded projects (HE and/or other programs).

The project manager, under the supervision of the project leader and the group leader, will carry out tasks aimed at achieving the objectives set in the aforementioned project. In this sense, its main functions will be:

- Participation and support in the different tasks of TransHEner2.0 project.
- Participation and support in the preparation of the different deliverables of the project.
- Project monitoring and reporting of the TransHEner2.0 project.
- Under the supervision of the project leader and the group leader, support and/or participation in all those tasks of the Project Management Unit that are related to the achievement of the tasks/objectives of the TransHEner2.0 project.

Qualifications and experience required:

Essential:

- Education. Degree, diploma or any kind of education, preferably in the field of Science, Engineering, Technology or Economy.
- Experience. More than 1 year of experience in administrative and financial management of EU funded projects, financial reporting and project audits of research projects.
- Advanced level of the Microsoft Office Tools (Excel, Word, Powerpoint).
- Good level of Catalan, English and Spanish (both written and spoken).

Preferred:

- Knowledge of the European research framework.
- Experience working in research and/or technology centers and/or public universities.
- Experience in administrative and financial management of EU projects.
- Experience in organization of project meetings and participation in project meetings, and project reviews.
- Knowledge of the Catalan and Spanish research frameworks.
- Experience in the management of national funded projects.
- Knowledge and experience in the use of SAP as ERP software.

- Knowledge of other EU languages
- Official certificate of disability will be a plus.

Personal skills:

- Self-motivated, open-minded and team worker.
- Analytical and synthesis capabilities.
- Good communication skills.

Required documents:

Applicants must submit the following documents by email to irecjobs@irec.cat; vbaboim@irec.cat and jmherrera@irec.cat. Indicate in subject **Ref.2024/45**.

Reference:

- Curriculum Vitae, specifying the completed degree and any relevant professional experience.
- Motivation letter.

Offer of job position:

We offer a Project Manager full-time position on the frame of TransHEner 2.0 national project (<https://www.irec.cat/research/projects/transhener20/>), with the possibility of becoming a candidate for a future permanent position.

Salaries will be paid in accordance with the IREC's salary policy, depending on the candidate's qualification and professional experience.

This position will be funded under the project GPE2022-000963, from the "Preparación y Gestión de Proyectos Europeos" call of the Agencia Estatal de Investigación (AEI)

