

JOB VACANCY ANNOUNCEMENT

VAC-2023-77 – Proposal and Grant Manager in Mobility, Cities, Territory and Climate Change research

Number of places: 1

Category: Tècnic Superior – TECSUP1

Workplace: Campus Nord UPC, Barcelona, 08014

Salary (gross): 41.106,96 €

Weekly working hours: 40h/week

Functions to be developed:

The International Centre for Numerical Methods in Engineering (CIMNE) is a research organization created as a partnership between the Government of Catalonia and UPC, in cooperation with UNESCO. The aim of CIMNE is the development of numerical methods and computational techniques for advancing knowledge and technology in engineering and applied sciences.

The main duty of the position will be to be responsible for the definition and writing of the proposals where scientific and technical knowledge in topics related to mobility, cities, territory and adaptation to climate change is needed. The position will also be able to complete proposal sections dealing with resources, budget, and more generic aspects as required. The Proposal and Grant Manager is also expected to identify new funding opportunities for the different research groups, assisting academic leaders in the development of new research proposals and collaborating with the Project and Preaward Managers to plan a strong pipeline of proposals and funding opportunities.

Required skills:

- Education: Doctorate in Engineering, Science or Mathematics subject.
- Previous demonstrable experience in research project proposal writing.
- Previous demonstrable experience coordinating research proposals in European (H2020, HE, Interreg...), as well as Spanish or Catalan projects.
- Languages: Fluent in Spanish and English. Catalan is a plus.

Other valued skills (not mandatory):

- Project management and project proposal preparation courses.

- Excellent written and verbal communication skills.
- Advanced user of Microsoft Office.

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: 20%
- Professional Experience: 30%
- Knowledge of Spanish/Catalan: 10%
- 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 December 19th, 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 of eliminatory nature) and / or personal interviews.

El contrato es parte de la actuación GPE2023-001163-P financiado por MCIN/AEI/10.13039/501100011033.

