

JOB VACANCY ANNOUNCEMENT

VAC-2024-74 - Grant officer - Project Management Services

Number of places: 1

Category: Auxiliar – AUX 1

Workplace: Campus Nord, UPC (Barcelona)

Salary (gross): 24.630,51 €/ year

Weekly working hours: 40

Contract type: Interinatge

Duration: 3 anys

The Project Management Services 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 and fellowships.

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 fellowships of the center as well as support to the Post Award team with the management of funded projects. All the functions are detailed below:

Functions to be developed:

1. Fellowships management, which includes possible amendments to the award resolution, preparation of annual justifications, financial reports, as well as preparation of audits.
2. Monitoring budget and expenditure levels to provide grant holders with regular follow-up in connection with expenditure control, budget deviations and budget forecasts.
3. Acting as financial control point for approval of staff costs and monitoring the time recording for funded fellowships.
4. 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.
5. Support to the Post Award team with the management, justification and audits of the funded projects.
6. Support with the validation of UNEIX annual data of the center to be reported to CERCA entity.
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 in Public Management and Administration or equivalent.
- Experience in management of career development resources for researchers (FPI, FI, INVESTIGO, Primera experiència, JyC, Marie Curie Postdoctoral Fellowships, among others), in the field of training and public Budget Management.
- Knowledge of the regulations, procedures and policies at European, national and regional level.
- Languages: Spanish, Catalan and English (B1)

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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.
- Good verbal and written communication skills
- Knowledge of other languages and official certifications will be an advantage.
- Responsible, proactive, organized, multi-tasking and with the ability to work in a team and to meet tight deadlines

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:** 10%
- **Training and development:** 20%
- **Professional experience:** 15%
- **Knowledge of the Catalan language:** 20%
- **Knowledge of the English language:** 5%
- **Selective tests and interview:** 30%

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 Thursday 2nd , 2025 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.

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.

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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](#).