

JOB VACANCY ANNOUNCEMENT

VAC-2025-16 – Proposal and Grant Manager in Energy, Environment and Climate Change research

Number of places: 1

Category: Tècnic Superior – TECSUP1

Workplace: Lleida (Parc Agrobiotech). Frequent visits to CIMNE's headquarters in Barcelona.

Salary (gross): 43.396,62 €

Weekly working hours: 40h/week

Functions to be developed:

CIMNE is seeking a highly qualified and motivated Proposal and Grant Manager to join the Building, Energy & Environment (BEE) Group in Lleida. The successful candidate will play a key role in the development and management of Research, Technology, and Development (RTD) project proposals in the fields of Energy, Environment, and Climate Change. This role requires a combination of scientific knowledge, organizational skills, and strategic grant management expertise.

The Proposal and Grant Manager will be responsible for:

- Writing and submitting competitive RTD project proposals, focusing on securing funding from national and international funding agencies, including the European Commission (Horizon Europe, LIFE Programme, etc.), national research programs, and private entities.
- Managing and overseeing ongoing RTD projects, ensuring effective implementation, compliance with project objectives, milestones, and reporting deadlines.
- Coordinating interdisciplinary research teams within CIMNE and external consortium partners, facilitating collaboration between different stakeholders.
- Monitoring and identifying funding opportunities, analysing calls for proposals, and aligning research strategies with funding agency priorities.
- Ensuring high-quality project execution, from proposal preparation to financial and technical reporting.
- Contributing to strategic research planning, supporting the long-term vision of the BEE Group in securing research funding and enhancing its impact.
- Developing dissemination strategies, managing communication with funding agencies, and supporting knowledge transfer activities.

This position will depend on the Project Management Office of CIMNE in Barcelona and the BEE Group Director. Additionally, the selected candidate will visit CIMNE in Barcelona once a week to coordinate with the Project Management Office.

Required skills:

- Master's degree in Engineering, Environmental Sciences, Climate Change, Energy Systems, or communication and social sciences. Candidates with a Bachelor's degree and extensive experience in research management or innovation will also be considered.
- Proven experience in writing successful RTD project proposals at national and/or European levels.
- Strong project management skills, including budget planning, risk assessment, and milestone tracking.
- Excellent organizational and coordination abilities to handle multiple projects simultaneously.
- Demonstrated ability to collaborate with multidisciplinary research teams and external partners, including universities, industry, and governmental organizations.
- Strong analytical and problem-solving skills, with a proactive and results-driven approach.
- Excellent written and verbal communication skills in English and Spanish. Knowledge of Catalan is also an important asset.
- Familiarity with European and national research funding schemes, as well as open science and innovation policies.
- Ability to work both independently and as part of a team in a dynamic research environment.

We offer:

- A stimulating and international research environment in one of the leading research centers in numerical methods and applied engineering.
- Opportunities to develop a career in research management and grant acquisition, with access to a strong professional network.
- Competitive salary based on qualifications and experience.
- Flexible and collaborative work environment.
- Possibility to contribute to cutting-edge research projects with real-world impact on energy, climate change, and environmental sustainability.

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 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 February 6th, 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.

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

