

ANNOUNCEMENT FOR THE PROVISION OF A WORKPLACE

Grants Assistant Support for the Severo Ochoa Programme (VAC-2021-54)

The International Centre for Numerical Methods in Engineering (CIMNE, www.cimne.com) is a research centre, created in 1987 by consortium between the Catalan Government and the Universitat Politècnica de Catalunya (UPC-BarcelonaTech), devoted to the development and application of numerical methods to a wide range of areas in engineering. CIMNE has been selected as a Severo Ochoa Centre of Excellence for the period 2019-2023. This is the highest level of recognition of excellence and leadership awarded to a research centre in Spain.

CIMNE is offering a research position that will be funded by the Severo Ochoa Programme.

Position details

Number of vacancies: 1

Category: Auxiliar (AUX 2)

Location: Barcelona

Yearly salary (gross): 12.633,28 EUR

Working hours: 25 hours/weekly

Contract type: Temporary

Starting date: 01/08/2021

Functions to be developed:

CIMNE is looking for a Grant Assistant to be part of the Project Management Department of the centre. The tasks to be carried out will be linked to the execution of the activities of the Severo Ochoa 2018 Centres of Excellence program (ref. CEX2018-000797-S, funded by the Agencia Estatal de Investigación-AEI).

The functions assigned to the candidate will be:

- To identify and pro-actively disseminate research grants' calls (Catalan, national, European and others) of interest to fund research projects.
- To support the project management department to prepare and submit several proposals (Catalan, national and European projects).
- To help draft different budgets for proposals and projects.
- To assist the budget monitoring for the Severo Ochoa project.
- To support the justification of financial reports of the projects by compiling documentation for audits, submitting reports, among others.
- Organization of project meetings as well as Project Management Team meetings, including their minutes, if necessary.
- To keep updated databases for preaward and postaward phases
- To monitor and file documents.

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Requirements

- Educational Background: Advanced Vocational Diploma in Administration and Finance or similar (e.g. Grado Superior de Administración y Finanzas o similar)
- Intermediate knowledge of accountancy
- Basic knowledge of HR documentation (payroll, social security documents, etc.)
- Knowledge of European policies and programmes.
- Knowledge of the Microsoft Office package
- Command of project management databases.
- Languages: High level of Spanish and Catalan; B2 level of English at least.

Other valued skills

- Experience in managing European research projects under Framework Programmes (FP7, H2020, as well as other calls, especially projects with ERDF funding (Interreg, RIS3CAT, amongst others).
- Experience in reporting grants and scholarships.
- Experience in other European academic environments.

Evaluation procedure

The requirements and merits will be evaluated with a maximum mark of 100 points. Such maximum mark will be obtained by summing up the points obtained in the following items:

- Academic qualifications: 10%
- Studies and Training: 15%
- Professional experience: 30%
- Language skills: Catalan: 5%
- Language skills: English: 15%
- Selective tests and interview: 25%

How to apply

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 July 29th, 2021 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.

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CIMNE is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, colour, religion, sex, sexual orientation, gender identity, national origin, age, disability or any other basis protected by applicable state or local law. CIMNE has been awarded the HRS4R label.