

JOB VACANCY ANNOUNCEMENT

VAC-2024-32 – Fellowships officer

Number of places: 1

Category: Tècnic Mig - TECMIG3

Workplace: Campus Nord, UPC (Barcelona)

Salary (gross): 27.463,90 €

Weekly working hours: 40

Duration: 36 months

The Project Management Department provides administrative and management support to CIMNE research staff, covering all stages of research grants including career opportunities 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 Fellowships Officer to join our premises in Barcelona. The successful candidate will be responsible for managing grants for fellowships from submission to termination, as well as handling the Human Resources aspects of the grants in coordination with the Human Resources Department. Detailed functions are listed below.

Functions to be developed:

1. Identify research career opportunities and create summary sheets and infographics for the internal and external dissemination of research career calls.
2. Actively search for R&D talent, including the publication of expressions of interest.
3. Provide guidance to researchers, in coordination with the Proposal Development Unit, in preparing grant applications for research careers and monitor the submission and progress of these applications until evaluation, acceptance, or rejection.
4. Coordinate vacancy publications with the Talent Officer from the Human Resources Department if necessary.
5. Manage labor contracts in coordination with the Human Resources Department, including work permit procedures.
6. Oversee fellowships management, including possible amendments to the award resolution, preparation of annual justifications (both economic and technical), financial reports, and preparation of audits.

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7. Monitor budget and expenditure levels to provide grant holders with regular updates on expenditure control, budget deviations, and budget forecasts.
8. Act as the financial control point for approval of staff costs and monitor time recording for funded fellowships.
9. Keep funds and grants accounting records updated in the ERP and assist with maintaining up-to-date data for the year-end and monthly closing processes.
10. Collaborate with other departments (such as accounting, communication, and administration) to ensure compliance with center policies: selection, travel, stays, anti-fraud plan, public contracting, quality, etc.

Required skills:

- Education: Diploma or Degree in Social Sciences preferred. However, we seek for a candidate with university training and many other degrees could fit with the profile we are looking for.
- At least 1 year of experience in a Human Resources Department.
- At least 1 year of experience in a Public Research Centre.
- Languages: Spanish, Catalan and English (B2 level).

Other valued skills (not mandatory):

- A Bachelor's Degree in Labour Relations would be very much appreciated
- Experience in managing career development resources for researchers (FPI, FI, *Juan de la Cierva*, *Ramon y Cajal*, ICREA, Marie Curie Postdoctoral Fellowships, among others).
- Experience with ERDF, Next Generation Funds, and nationally funded projects will be highly valued.
- Experience in public research centers or universities.
- Advanced user of Microsoft Office.
- Strong verbal and written communication skills.
- Knowledge of other languages and official certifications will be an advantage.
- Analytical skills, responsible, proactive, organized, capable of multi-tasking, and able to work in a team and meet tight deadlines.

Qualification system:

The requisites and merits will be evaluated with a maximum score of 100 points. The maximum score will be the result of the sum of the following:

- Academic qualifications: 10%
- Training and Development: 20%
- Professional Experience: 15%
- Knowledge of Catalan: 15%
- Knowledge of English: 10%
- Screening tests and interviews: 30%

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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 9th, 2024 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.

HR Excellence in Research:

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](#).