

## European Project Manager offer

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Reference: 21-06-00003

The Forest Science and Technology Centre of Catalonia (CTFC), located in Solsona (Pre-Pyrenees, 120 km from Barcelona), Spain, employs app. 100 staff, produces >100 scientific articles annually and has a turnover of app. 6 Mil. €/year. Further institutional information is available at: [www.ctfc.cat/en](http://www.ctfc.cat/en).

CTFC's research activity is organised around three programs: 1) Multifunctional Forest Management; 2) Landscape Dynamics and Biodiversity; 3) Bioeconomy and Governance. A Project Promotion Office (PPO) gives support to all the researchers and technicians in managing projects.

CTFC coordinates a 4-year H2020 Green Deal project of 20 Mil. € on integrated wildfire management and fire-resilient landscapes, with 35 partners from all over Europe and Chile. The project kicks off at the end of 2021.

### TERMS OF THE APPOINTMENT

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- This contract may start on September 2021 (start could be advanced if available, or delayed if necessary).
- It is a full-time position with a duration of 4 years (with possibility of contract extension).
- The candidate will be based at CTFC in Solsona (NE Spain).
- The Project Manager would be in charge of the administrative and financial implementation of the project, and will be supporting the Project Coordinator.
- The Project Manager will organically belong to the Projects Promotion Office, and will work closely with the Coordination Team and with already established staff.
- Based on CTFC labour categories, annual gross salary will be adjusted to the foreseen role and will be commensurated with the specific profile of the selected candidate (qualifications and experience), ranging between 33,000 – 41,000 €/year.
- Expected to travel internationally for the project (at least 2/year).
- Integration policy: priority to the position for candidates with disabilities.

### TASKS

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Key responsibilities will include:

- Daily administrative management – with support from the PPO team-, including the administrative reporting for the Periodic Reports.
- Daily financial management – with support from the Finance team-, including the financial reporting for the Periodic Reports and regular contact with the EC Finance officer.
- Regular contact with the consortium partners (and third parties when necessary).
- Organisation of annual General Assemblies with all consortium partners, including their minutes.
- Organisation of regular Project Management Team meetings, including their minutes.
- Development and supervision of the implementation of the Project Management Plan, including quarterly reports from all partners.

- Ensuring timely internal communication of the project – jointly with the corresponding WP leader.
- Ensuring a workable virtual space.
- Support to the development and implementation of the Data Management Plan and the Responsible Innovation Strategy – jointly with the corresponding task leader.
- Support to the project coordinator in other activities.
- Support to (or lead of) project proposals and fundraising.
- Contribution to other project-related tasks.
- Contribution to other institutional activities.

## REQUIREMENTS

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- Master's degree in business administration, economics, management science or related suitable discipline to the offer. A PhD or high studies in natural sciences (especially related to the forest management domain) is an asset.
- Experience in leading and/or managing European R+D projects related to the offer topic. Experience in H2020 project management is an asset.
- Strong communication skills, writing and reporting skills. Knowledge transfer activities and authorship of scientific or dissemination publications will be an asset.
- Ability to engage with stakeholders. Experience in Multi-Actor Projects is an asset.
- Experience in team management and readiness to work in multi-disciplinary teams in multi-cultural environments. Readiness to quickly integrate in an established team.
- Experience in Responsible Research Innovation (RRI), scientific data management, innovation management is an asset.
- Experience in the wildfire or resilient territorial management domain is an asset.
- Proficiency in English and advance knowledge of Spanish, both spoken and written. Catalan is an asset.
- Capacity to work under pressure, adaptability to different type of tasks and flexibility. Proactive and independent worker.
- Analytical skills in gathering and interpreting information. Attention to detail.
- Experience with the Microsoft Office operating system.
- Willingness to learn about the project topic (wildfires in Europe and beyond).

## SELECTION PROCESS AND CRITERIA

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The selection process is led by the Human Resources Area of CTFC. This process consists of:

1. **Admission of candidates:** applicants must submit a curriculum vitae, a letter of intent and two referees addressed to [dep.personal@ctfc.es](mailto:dep.personal@ctfc.es), **until 8<sup>th</sup> July 2021**, indicating the reference code of the offer. All applications will be treated confidentially.
2. **Pre-selection:** verification of compliance with the minimum requirements of the offer.
3. **Selection (end of July 2021):** assessment of the preselected candidates by scoring based on objective criteria and interview.
4. **Final decision:** in case of finding the suitable person, the election will be formally communicated to him/her, and the identification of the chosen person will be published on CTFC job openings section.

Further information: [dep.personal@ctfc.es](mailto:dep.personal@ctfc.es)