

Forest Science and Technology Centre of Catalonia (CTFC) is a research centre affiliated with the Generalitat de Catalunya (the Catalan government), and it reports to the Ministry responsible for forest issues.

CTFC is a CERCA centre and a government accredited TECNIO agent (developer of public technology).

It was granted a 'Human Resources Excellence in Research' award by the European Commission, recognizing CTFC as a European research institution that fosters an attractive and motivating work environment.

Project Manager offer

Reference: 22-07-00002

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.

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 and participates in diverse national (i.a. AEI, Fundación Biodiversidad), regional (e.g. AGAUR and DACC calls) and European competitive R+I+D projects (i.a. Horizon Europe, LIFE, INTERREG) and requires strong action from the PPO to achieve its targets.

TERMS OF THE APPOINTMENT

- This contract may start in September 2022.
- It is a full-time position with a duration of 2 years.
- The candidate will be based at CTFC in Solsona (NE Spain).
- The project manager will be in charge of several Spanish and Catalan calls, and will provide support to European projects.
- The Project Manager will be in charge of the administrative and financial requirements during the proposal preparation (pre-award) stage, especially of those projects coordinated by CTFC.
- The Project Manager will be in charge of the administrative and financial requirements during the implementation stage of awarded projects, especially of those projects coordinated by CTFC.
- The Project Manager will be in charge of the internal procedures for the conclusion of projects.
- The Project Manager will organically belong to the Projects Promotion Office, and will work closely with already established staff.
- Its CTFC labour category will correspond to Technical Support Specialist N2.

TASKS

In project proposals:

- Identification of calls for proposals of interest for CTFC and their characteristics (internal factsheet, training to researchers when needed).
- Support to (or lead of) the administrative and (when required) financial requirements of the project proposals in close collaboration with the CTFC PI.
- Guidance in and support in the consortium building and management.
- Support to (or lead of) the digital interface with the donor.
- Support to (or lead of) project proposals.

In awarded projects:

- Support to the preparation of the contract, Grant Agreement, Consortium Agreement or grant acceptance procedure.
- Daily administrative management, including the administrative reporting for the Periodic Reports and regular contact with the corresponding project officers.
- Support to the Finance team in the daily financial management when required.
- Regular contact with the consortium partners (and third parties) when necessary.
- Support to the institution PI in other required activities.

Other tasks:

- Management of the data in the CRIS regarding the assigned projects.
- Facilitation of the Responsible Research and Innovation strategy, particularly the procedures related to the Ethics Committee.
- Contribution to other PPO-related tasks.
- Contribution to other institutional activities.

REQUIREMENTS AND SKILLS

- Master's degree in business administration, management science or related suitable discipline to the offer. Knowledge/experience in the field of natural sciences (especially related to the forest management domain) is an asset.
- Experience in managing Spanish research projects. Experience in Catalan calls is an asset.
- Experience in managing European R+D+I projects, especially in H2020/HE is an asset.
- Strong communication skills, writing and reporting skills.
- Readiness to work in multi-disciplinary teams in multi-cultural environments. Readiness to quickly integrate in an established team.
- Proficiency in Spanish, Catalan and English, spoken and written.
- Capacity to work under pressure, solution-oriented person, 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.

CONTACT

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CTFC guarantees an open, transparent, and merit-based recruitment process (OTM-R) to all registered candidacies avoiding thus any bias on gender, origin, age, ideology, or other circumstances that could be discriminatory. Integration policy: reservation of a place for staff with a certificate of recognized disability.

SELECTION PROCESS AND CRITERIA

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 and letter of intent addressed to borsa.treball@ctfc.cat, until 24th July 2022, indicating the reference code of the offer.
2. **Pre-selection:** verification of compliance with the minimum requirements of the offer.
3. **Selection (end of July 2022):** assessment of the preselected candidates by scoring based on objective criteria and a personal 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: borsa.treball@ctfc.cat