

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.

## European Project Management Specialist

**Reference:** 22-11-00001

**The Forest Science and Technology Centre of Catalonia (CTFC)**, located in Solsona (Pre-Pyrenees, 120 km from Barcelona), Spain, employs app. 120 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 participates actively in the EU R+I Programme (Horizon Europe) and coordinates some H2020 projects (FIRE-RES, DECISIONES). The ambition is to increase this participation in the forthcoming period 2023-2024. CTFC has been awarded a "Redes y Gestores" project to this end, funded the Spanish Research Agency.

### TERMS OF THE APPOINTMENT

1. This contract may start on January 2023.
2. It is a full-time position with a duration of 2 years (with possibility of contract extension).
3. The Project Manager Specialist will organically belong to the Projects Promotion Office, and is expected to work closely within the team and with the different PIs of CTFC.
4. 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 - 38,000 €/year.
5. Expected to travel internationally for the project (at least 2/year).
6. The candidate will be based at CTFC in Solsona (NE Spain), with remote working options according to the institution norms.
7. Working day: full time, 37.5 hours per week.

### KEY RESPONSABILITIES

Key responsibilities will include (order as estimated dedication):

1. Support to (or lead of) project proposals and fundraising, with emphasis in CTFC acting with coordinating role. This entails: call identification and guidance to interested PIs and other researchers, strategic call filtering with OPP Head, tandem working with the scientific PI, core team establishment, proposal planning and follow-up, regular contact with the consortium, budgeting, proactive writing and constructive review, interaction

with the NCP, interaction with other OPP and CTFC (OTRI, finance team, communication) members, etc.

2. Support to the project coordinator (PI) in granted CTFC-coordinated projects: Grant Agreement preparation process, Consortium Agreement preparation, etc.
3. Support to the action plan of European research projects design and implementation.
4. Design of internal training to CTFC staff on EU project management, implementing a few.
5. Contribution to other European project-related tasks.
6. Analysis of past CTFC R+D+I activities in the European framework programme.
7. Design and implementation of trainings addressed to the OPP. Strategic contacts with advice officers (NCP, SOST).
8. Support to OPP Head in the AEI Redes y Gestores project management.
9. Contribution to other institutional activities

### **BASIC REQUIREMENTS**

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1. Master's degree in suitable discipline to the offer.
2. Experience in leading and/or managing European R+D+I projects, particularly those of the Framework Programme (HE, H2020, FP7...). Experience in Clusters (Pillar 2) calls.
3. Strong communication skills, writing and reporting skills.
4. Analytical skills in gathering and interpreting information: acquainted with qualitative and/or quantitative research techniques. Understanding of scientific methodology.
5. Ability to engage with stakeholders.
6. Experience in team management and readiness to work in multi-disciplinary teams in multi-cultural environments. Readiness to quickly integrate in an established team.
7. Proficiency in English spoken and written.
8. Experience with the Microsoft Office operating system.
9. Willingness to learn about the institution topics (forest management, wildfires, biodiversity, non-wood forest products, DSS...).

### **DESIRABLE REQUIREMENTS**

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1. A PhD or high studies in natural sciences (especially related to the forest management domain) will be strongly valued.
2. Experience with ERC and MSCA (Pillar 1), EU Missions, and/or Widening will be a strong asset.
3. Scientific publications.
4. Knowledge transfer activities and authorship of dissemination publications.
5. Experience in Multi-Actor Projects.
6. Experience in Responsible Research and Innovation (RRI), scientific data management, and/or innovation management.
7. Knowledge of Catalan.
8. Experience in the forest research domain.
9. Advanced knowledge of Spanish

### **SOFT COMPETENCES**

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1. Team player.



2. Strong communication skills.
3. Critical thinking and attention to detail.
4. Capacity to work under pressure.
5. Ability to plan and organize.
6. Result oriented.
7. Flexibility and adaptation.
8. Initiative and pro activity.
9. Availability to travel.

## 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

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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 and motivation letter addressed to [borsa.treball@ctfc.cat](mailto:borsa.treball@ctfc.cat), **until 30<sup>h</sup> November 2022 at 14:00**, indicating the reference code of the offer.
2. **Pre-selection:** verification of compliance with the minimum requirements of the offer.
3. **Selection (beginning of December 2022):** 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: [borsa.treball@ctfc.cat](mailto:borsa.treball@ctfc.cat)