

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.

R+D+I Project Manager offer

Reference: 23-11-00010

The Forest Science and Technology Centre of Catalonia (CTFC), located in Solsona (Pre-Pyrenees, 120 km from Barcelona), Spain, employs app. 160 staff, produces >100 scientific articles annually and has a turnover of app. 7 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 Projects Promotion Office (PPO) gives support to all the researchers and technicians in managing projects.

CTFC coordinates different European projects (H2020/HE, PRIMA, LIFE, INTERREG) as well as Spanish and Catalan projects (AEI, Fundación Biodiversidad, AGAUR, Parques Nacionales, etc).

TERMS OF THE APPOINTMENT

1. This contract may start on February 2024 (start could be advanced if available).
2. It is a full-time position with a duration of 2 years (with possibility of contract extension).
3. The candidate will be based at CTFC in Solsona (NE Spain).
4. The Project Manager would organically belong to the Projects Promotion Office, working with a team of 6 project managers and a research data manager.
5. 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).
6. Domestic and international travels are expected punctually.

KEY RESPONSABILITIES

The successful candidate is expected to:

1. Support to project proposals and fundraising. This includes immersing in the calls and corresponding procedures, guidance to the researchers, support in the consortium building, and when applicable also review of the proposal. If the candidate holds the appropriate background and experience, proposal preparation will cover also writing sections of the proposal jointly with the Principal Investigator.
2. Daily administrative management of running projects, including the administrative reporting for the periodic reports.
3. Support to the Finance team and the Principal Investigator in the daily financial management of running projects, including support to the preparation of contracts, to

the financial periodic reporting and regular contact with the project donor finance officer.

4. Organisation of regular internal (CTFC staff only) project management meetings, including their minutes.
5. Regular contact with the consortium partners.
6. Organisation of annual project meetings with all consortium partners, including their minutes, and other project events.
7. Contribution to other project-related tasks.
8. Contribution to other institutional activities.

BASIC REQUIREMENTS

1. Master's degree in Business Administration, Economics, Management science or related suitable discipline to the offer (agronomy, forestry, environmental sciences, etc).
2. Experience in project management (preparation of proposals, budgeting, and/or managing already running projects).
3. Strong communication skills, writing and reporting skills.
4. Readiness to quickly integrate in an established team.
5. Proficiency in English and advanced knowledge of Spanish, both spoken and written.
6. Analytical skills in gathering and interpreting information.
7. Experience with the Microsoft Office operating system.
8. Willingness to learn about the CTFC R+D+I topics.

DESIRABLE REQUIREMENTS

1. A PhD or high university studies in natural sciences (especially related to the forest management domain) is an asset.
2. Experience in leading and/or managing European R+D+I projects. Experience in H2020/HE project management is highly valued.
3. Knowledge transfer activities and authorship of scientific or dissemination publications will be an asset.
4. Ability to engage with stakeholders. Experience in Multi-Actor Projects is an asset.
5. Experience in Logical Framework, Responsible Research Innovation (RRI), impact assessment, scientific data management, innovation management is an asset.
6. Knowledge/experience in the forest, environmental and/or rural domain.
7. Catalan and/or French knowledge are an asset.

SOFT COMPETENCES

1. Planning and organisational capacity.
2. Capacity for team working in multidisciplinary and multicultural environments.
3. Communication abilities and relationship with the internal and external staff.
4. Responsible person with high degree of involvement.
5. Flexibility and adaptability to different type of tasks.
6. Proactive and independent worker.
7. Attention to detail.

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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.
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SELECTION PROCESS AND CRITERIA

The selection process is led by the Human Resources 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, until **15th January 2024**, indicating the reference code of the offer.
2. **Pre-selection:** verification of compliance with the minimum requirements of the offer.
3. **Selection (mid-end January 2024):** 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