

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.

## Senior Technician for European Project Proposals

**Reference:** 25-03-00023

**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](http://www.ctfc.cat/en)

**The CTFC is seeking a Senior Technician for European Project Proposals to join the CTFC's Project Promotion Office (OPP).**

CTFC's research activity is structured around four programs:

Multifunctional Forest Management, Landscape Dynamics, Biodiversity Conservation, and Bioeconomy and Governance.

The OPP supports all researchers and technical staff in grant writing and project management.

The CTFC coordinates several European projects (HE, H2020, LIFE, INTERREG, ERASMUS+, PRIMA, MSCA), as well as Spanish and Catalan projects.

### TERMS OF THE APPOINTMENT

1. Start: From May 2025.
2. Type: Permanent contract (scientific-technical), CERCA model.
3. Full-time: 37.5 hours/week, with flexible hours.
4. Location: Solsona (Solsonès) with hybrid/remote options depending on internal agreements.
5. Salary: Based on CTFC's job categories and the selected candidate's profile (qualifications & experience).
6. Approximate range: €28,000 – €35,000 gross/year.
7. The selected candidate will join the OPP and is expected to collaborate closely with the team and various CTFC Principal Investigators (PIs)..

### KEY RESPONSABILITIES / TASKS

Main tasks (ordered by estimated time allocation):

1. Lead the preparation of European funding proposals.
2. Support the design and implementation of European research projects.
3. Assist coordination of funded projects led by CTFC.
4. Design and deliver internal training on EU proposal writing and project management.
5. Organize training sessions for the OPP; maintain strategic contacts with advisors (NCPs, SOST).
6. Analyze CTFC's R+D+i activities within the EU Framework Programme.

7. Administrative project management (with OPP team support), including periodic administrative reporting.
8. Financial management (with Finance team support), including periodic financial reporting and liaison with EC financial officers.
9. Contribute to project-related and institutional activities

### **BASIC REQUIREMENTS**

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1. High University degree in natural sciences (forest-related field).
2. Advanced English (written and spoken).
3. Pre-award experience in Horizon Europe Cluster 5 & 6 and Missions (experience in other clusters is a plus).
4. Experience building European consortia.
5. Strong communication, writing, and reporting skills in English.
6. Analytical skills in data collection and interpretation; understanding of qualitative/quantitative research methods and scientific methodology.
7. Stakeholder engagement capability.

### **DESIRABLE REQUIREMENTS**

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1. PhD in natural, social, or economic sciences or other related fields (preferably forest-related).
2. Experience preparing the Impact section in EU proposals.
3. International experience in research and project management.
4. Experience with LIFE, INTERREG, PRIMA, European Partnerships, CBE, ERC, MSCA, etc.
5. Scientific publications in peer-reviewed journals.
6. Experience organizing knowledge transfer activities.
7. Knowledge of Responsible Research and Innovation (RRI), scientific data management, and/or innovation management.
8. Team leadership experience and willingness to work in multidisciplinary, multicultural teams.
9. Quick integration in established teams.
10. Knowledge of other languages: Catalan, Spanish, French, etc.

### **SOFT COMPETENCES / SKILLS**

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1. Teamwork
2. Strong communication skills
3. Critical thinking and attention to detail
4. Ability to work under pressure
5. Organizational and planning capacity
6. Results-oriented
7. Flexibility and adaptability
8. Initiative and proactivity
9. Occasional travel availability (national/international)

### **CONTACT**

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CTFC guarantees an open, transparent, and merit-based recruitment process (OTM-R) to all registered candidacies, thereby avoiding any bias related to gender, origin, age, ideology, or other circumstances that could be discriminatory. Integration policy: Candidates who have a recognized disability and accredited equal to or greater than 33%, will be prioritized, provided that the disability is compatible with the proper performance of the job.

## 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, motivation letter and, and two completed and signed annex documents found in the offer, enter in [www.ctfc.cat/registre.php](http://www.ctfc.cat/registre.php), **until 28<sup>th</sup> April 2025**, indicating the reference code of the offer.
2. **Pre-selection:** verification of compliance with the minimum requirements of the offer.
3. **Selection (May 2025):** 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)

Indicative Calendar	
20 working days	Publication and dissemination of the job offer: CTFC website, SOC Office and other dissemination channels.
Next 2 working days	Preselection: determination of compliance with the minimum requirements of the offer. Evaluation of the pre-selected candidacies, through a score based on objective criteria, and suitable pre-selected CVs are forwarded to the Selection Committee for review. Sending informative mail to CVs not suitable to continue in the process.
Next 2 working days	Selection committee celebration: Interview with the selected suitable candidates. Selection Committee Minutes with the selected candidate and the reasons for the selection. Publication in the CTFC job board of the resolution identifying the elected person. Sending informational Mail to suitable CVs interviewed not selected.
Next 1 working day	Sending to Human Resources the official documentation necessary to process the employment contract, and coordination with the start date of the contract.
May-June 2025 (approximately)	Start of the contract.