# RDI PROJECT MANAGER

**Referencia:** 26-01-00004

**The CTFC is seeking an RDI Project Manager** to join its Project Promotion Office (OPP).

CTFC research is organised into four programmes: 1) Multifunctional Forest Management; 2) Landscape Dynamics; 3) Biodiversity Conservation; and 4) Bioeconomy and Governance. The OPP supports researchers and technical staff in grant writing and project management.

CTFC coordinates European projects (HE, H2020, LIFE, INTERREG, ERASMUS+, PRIMA, MSCA) as well as Spanish and Catalan projects (AEI, Fundación Biodiversidad, AGAUR, National Parks, etc.).

Located in Solsona (Pre-Pyrenees, 120 km from Barcelona), the CTFC employs about 190 staff, produces over 120 scientific papers annually, and has an annual turnover of approx. €12M. More information at www.ctfc.cat

## CONTRACT CHARACTERISTICS

1. Start date: March 2026.
2. Full-time position, 1.5-year duration with possibility of extension.
3. Workplace: Solsona, with up to 20 hours/week remote work.
4. The position reports to the Project Promotion Office and works within a team of 5 project managers and 1 research data manager.
5. Salary will align with CTFC categories and candidate profile.

## MAIN RESPONSIBILITIES

The selected candidate will perform full-cycle RDI project management: proposal preparation, budgeting, project monitoring, reporting, and closure. They will provide specialised support in national and European calls and perform additional related tasks.

## REQUIRED QUALIFICATIONS

1. Studies related to CTFC research programmes.
2. Experience in RDI project management: proposal preparation, budgeting, project execution, reporting.
3. Strong communication and document-writing skills.
4. Proficiency in English and advanced Catalan and/or Spanish.
5. Analytical and synthesis skills.
6. Experience with Microsoft Office.

7. Familiarity with project-management and funding platforms.
8. Interest and willingness to learn CTFC's RDI programmes.
9. Availability for occasional national and international travel.

## VALUABLE QUALIFICATIONS

1. Master's, postgraduate degree, or PhD related to CTFC research areas.
2. Experience in leading and/or managing European RDI projects.
3. Experience in drafting/reviewing European RDI proposals.
4. Stakeholder engagement skills.
5. Experience with multi-actor projects or Living Labs.
6. Knowledge/experience in forestry, environment, and/or rural development.
7. Experience in knowledge transfer and scientific or outreach publications.
8. Ability to facilitate participatory workshops.
9. Other languages.

## COMPETENCES

1. Planning, organisation, and prioritisation skills.
2. High sense of responsibility and commitment.
3. Proactive, autonomous, and diligent.
4. Flexibility to perform various tasks.
5. Ability to integrate and work in multidisciplinary and multicultural teams.
6. Strong communication and interpersonal skills.
7. Attention to detail and ability to meet tight deadlines.

## CONTACT

Centre de Ciència i Tecnologia Forestal de Catalunya
Crta. de St. Llorenç de Morunys, km 2 (direc. Port del Comte), 25280 Solsona
Tel. (+34) 973 48 17 52
E-mail: borsa.treball@ctfc.cat
https://ctfc.cat/

## SELECTION PROCESS AND CRITERIA

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

1. **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, until 17th february 2026 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 (March 2026):** 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 forwaded to the Selection Committee for review . <br><br> 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. <br><br> 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. <br><br> 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. |
| March 2026 | Start of the contract. |