

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

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

HEAD OF THE PUBLIC ADMINISTRATIVE PROCUREMENT AND ADMINISTRATIVE PROCEDURE UNIT

Reference: 26-05-00027

The Forest Science and Technology Centre of Catalonia (CTFC) is seeking a responsible specialist in public administrative procurement and administrative procedures.

The Forest Science and Technology Centre of Catalonia (CTFC), located in Solsona (Pre-Pyrenees, 120 km from Barcelona), Spain, employs app. 200 staff, produces more than 120 scientific articles annually, and has a turnover of around 12 Mil. €/year. The CTFC's research activity is organized into four programs: Multifunctional Forest Management, Landscape Dynamics and Planning, Biodiversity Management and Conservation, and Bioeconomy, Health, and Governance. Further institutional information is available at: www.ctfc.cat/en.

TERMS OF THE APPOINTMENT

1. Immediate incorporation.
2. Scientific-technical activities contract.
3. Working hours: total of 37.5 hours per week with flexible schedule.
4. Workplace: Solsona (Solsonès), with the possibility of remote work according to the agreement.
5. Salary: according to qualifications and experience.

KEY RESPONSABILITIES

1. Responsible for a team of two people.
2. Carry out activities related to administrative procurement files.
3. Drafting and updating documents related to the processing of procurement files (resolutions, specifications, reports, etc.).
4. Perform administrative tasks in accordance with the procedures established by the Centre.
5. Respond to or redirect queries from external or internal sources regarding administrative procurement files.
6. Participate in the management of administrative procurement files, monitoring doctrine, case law, and regulations, and updating templates and specifications.
7. Preparation and review of contracts and agreements.
8. Any other duties or tasks assigned according to their nature.

MANDATORY REQUIREMENTS

1. Degree in Law or higher qualification suitable for the tasks to be performed.
2. Knowledge of public procurement.
3. C1 level of Catalan.

DESIRABLE REQUIREMENTS

1. Minimum of 2 years' experience in public sector bodies or entities, preferably in public research centers (CERCA system), technology centers, or public universities in public procurement.
2. Advanced knowledge of English.
3. Proficiency in Microsoft Office and platforms such as GEEC, RPC, EACAT, PSCP, and e-valisa.
4. Ability to learn and to join the CTFC team immediately.
5. Flexible, responsible, proactive, organized person with strong teamwork skills.

SOFT COMPETENCES

1. A methodical, responsible, and organized person who can independently and reliably drive each procedure forward.
2. An empathetic individual with the ability to establish a cordial relationship.
3. Client-oriented, with a strong commitment to public service and the organization.
4. Strong planning and organizational skills.
5. Leadership, coordination, and teamwork abilities.
6. Strong communication skills and ability to interact with both internal and external staff.
7. Initiative and proactivity.
8. Flexibility and adaptability.

CONTACT

Centre de Ciència i Tecnologia Forestal de Catalunya
Ctra. de St. Llorenç de Morunys, km 2 (direc. Port del Comte)
25280 Solsona
Tel. (+34) 973 48 17 52
E-mail: dep.personal@ctfc.cat
<https://ctfc.cat/>
<https://ctfc.cat/transparencia.php>

SELECTION PROCESS AND CRITERIA

The selection process will be carried out through a two-stage procedure. The first stage will primarily target candidates from the consortium entities, given the nature of the position. The second stage will include the remaining candidates who have correctly submitted their application within the established deadline.

- Applications: candidates must submit a CV and a motivation letter via www.ctfc.cat/registre.php **by 29 May 2026 at 14:00**, indicating the reference code of the job offer. Applications referring to another person will not be accepted.

The position subject to this call may be declared vacant if the selection committee considers that, despite the existence of candidates who meet the minimum requirements, none is deemed suitable for the position.

The CTFC guarantees an open, transparent, and merit-based selection process (OTM-R) for all registered applications, thus avoiding any bias based on gender, origin, age, ideology, or any other potentially discriminatory circumstances.

Inclusion policy: Priority will be given to candidates with a recognized and accredited disability of 33% or higher, provided that the disability is compatible with the proper performance of the position.

Estimated timeline	
15 working days	Publication and dissemination of the job offer: CTFC website, SOC Office, and other communication channels.
Following 2 working days	Pre-selection: verification of compliance with the minimum requirements and assessment of desirable conditions. Informative email sent to non-eligible CVs.
Following 2 working days	Selection committee meeting: interviews with shortlisted eligible candidates. Minutes of the Selection Committee stating the name of the selected candidate and the reasons for the selection. Publication of the resolution on the CTFC job portal identifying the selected candidate. Informative email sent to interviewed eligible candidates who were not selected.
Following 1 working day	Submission to Human Resources of the official documentation required to process the employment contract and coordination of the contract start date.
June-July 2026 (approximately)	Start of the contract.