

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.

## International Project Manager – RES-MAB

**Reference:** 24-03-00004

CTFC's research activity is organised around three programs: 1) Multifunctional Forest Management; 2) Landscape Dynamics and Biodiversity; 3) Bioeconomy and Governance. The Research Group on Socioeconomics and Governance of Rural Systems is immersed within the Bioeconomy and Governance programme.

CTFC is located in Solsona (Pre-Pyrenees, 120 km from Barcelona), Spain. We are a very dynamic research institute that employs app. 160 staff, produces >120 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)

CTFC coordinates and participates in diverse international (chiefly European) competitive projects (i.a. PRIMA, Horizon Europe, LIFE, INTERREG) and requires strong action from the PPO to achieve its targets.

The RES-MAB (2342 Call 2023 Section 1 NEXUS IA) general objective is to promote an integrated and effective WEFE Nexus-based management approach contributing to accelerate landscape adaptation and mitigation to climate change in Mediterranean Biosphere Reserves. The project will examine the benefits of cross-sectoral approaches through collaboration between countries and multi-actor participatory processes to jointly implement WEFE Nexus solutions and innovative business models, while working on cross-sectoral policy integration, sustainable and inclusive economic development, job creation and the resilience of disadvantaged groups.

### TERMS OF THE APPOINTMENT

- This contract starts in April 2024.
- It is a full-time position, from April 2024 – March 2027.
- The candidate will be based at CTFC in Solsona (NE Spain).
- The Project Manager will be in charge of the project coordination and management, dealing with the administrative, financial and communication requirements during the RES-MAB project implementation.
- The Project Manager will be in charge of the internal procedures for the conclusion of the project.
- The Project Manager will organically belong to the Biosphere Reserves and Biocities Research Group and will work closely with already established staff.

- Its CTFC labour category will correspond to Specialist Researcher, 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).

## **TASKS**

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Key responsibilities will include:

- Daily administrative management, including the administrative reporting for the Periodic Reports and regular contact with the corresponding project officers.
- Support to the Finance team in the daily financial management, including the financial reporting for the Periodic Reports and regular contact with the corresponding Finance officers.
- Regular contact with the consortium partners (and third parties when necessary).
- Organisation of regular project meetings with all consortium partners or of the project governance structures, including the elaboration of minutes.
- Support (or coordination when needed) to the preparation and implementation of the Project Management Plan, including data management and RRI when required.
- Support to the internal (e.g. intranet) and external communication of the project.
- Support to the project coordinator in other activities.

## **BASIC REQUIREMENTS**

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- PhD (highly appreciated) or master's degree in environmental sciences, business administration, management science or related suitable discipline to the offer. Background in social science and humanities is also welcomed.
- Working and research experience on Mediterranean Biosphere Reserves.
- Experience in managing Mediterranean projects, initiatives, and networking.
- Strong communication skills, writing and reporting skills.
- Ability to engage with stakeholders. Experience in Multi-Actor Projects is an asset.
- Readiness to work in multi-disciplinary teams in multi-cultural environments. Readiness to quickly integrate in an established team.
- Proficiency in English and advance knowledge of Spanish and French, both spoken and written. Catalan is an asset.

## **DESIRABLE REQUIREMENTS**

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- Capacity to work under pressure, adaptability to different type of tasks and flexibility. Proactive and independent worker.
- Analytical skills in gathering and interpreting information. Attention to detail.
- Experience with the Microsoft Office operating system.

## **SOFT COMPETENCES**

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1. Team player.
2. Critical thinking and attention to detail.
3. Capacity to work under pressure.
4. Ability to plan and organize their work independently.
5. Result oriented.



6. Flexibility and adaptation.
7. Initiative and pro activity.
8. Availability to travel sporadically.

## 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: Candidates who have a recognized disability and accredited equal to or greater than 33% will be prioritized, as long as the disability is compatible with the proper performance of the job.

## 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 **02<sup>th</sup> April 2024**, indicating the reference code of the offer.
2. **Pre-selection:** verification of compliance with the minimum requirements of the offer.
3. **Selection (April 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](mailto:borsa.treball@ctfc.cat)

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