

Reference: 22-03-00004

The Forest Science and Technology Centre of Catalonia (CTFC), located in Solsona (Pre-Pyrenees, 120 km from Barcelona), Spain, employs app. 100 staff, produces >100 scientific articles annually and has a turnover of app. 6 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 Project Promotion Office (PPO) gives support to all the researchers and technicians in managing projects.

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

TERMS OF THE APPOINTMENT

- This contract may start as soon as possible, the latest during April 2022.
- It is a full-time position.
- The candidate will be based at CTFC in Solsona (NE Spain).
- The Project Manager will be in charge of the administrative and financial requirements during the proposal preparation stage, especially of those projects coordinated by CTFC.
- The Project Manager will be in charge of the administrative and financial requirements during the implementation stage of awarded projects, especially of those projects coordinated by CTFC.
- The Project Manager will be in charge of the internal procedures for the conclusion of projects.
- The Project Manager will organically belong to the Projects Promotion Office and will work closely with already established staff.
- Its CTFC labour category will correspond to Technical Support Specialist, 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

Key responsibilities will include:

- In awarded projects:
 - o Daily administrative management, including the administrative reporting for the Periodic Reports and regular contact with the corresponding project officers.
 - o 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.
 - o Regular contact with the consortium partners (and third parties when necessary).
 - o Organisation of regular project meetings with all consortium partners or of the project governance structures, including the elaboration of minutes.
 - o 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.
- In project proposals:
 - Identification of calls for proposals of interest for CTFC and their characteristics (internal factsheet).
 - Support to (or lead of) the administrative and (when required) financial requirements of the project proposals in close collaboration with the CTFC PI.
 - Guidance in and support to the technical sections of the project proposals: evaluation criteria, minimum sections, language check, content adjusted to the call requirements – which ultimately needs to be led by the PI.
 - Guidance in and support in the consortium building and management.
 - Support to (or lead of) the digital interface with the donor.
- Contribution to other PPO-related tasks.
- Contribution to other institutional activities

REQUIREMENTS

- Master's degree in business administration, management science or related suitable discipline to the offer. Background in social science and humanities is also welcomed, if complemented with knowledge/experience in the field of natural sciences (especially related to the forest management domain).
- Experience in managing European R+D+I projects. Experience in H2020/HE project management is an asset, especially with a coordination role.
- Quality Management ISO 9001 and/or Project Management ISO 21500 for the creation of project management protocols, certification and audits is an asset.
- 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, both spoken and written. Catalan is an asset.
- 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.

Integration policy: reservation of a place for staff with a certificate of recognized disability.

SELECTION PROCESS AND CRITERIA

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 a letter of intent addressed to dep.personal@ctfc.cat, until **25th March 2022**, indicating the reference code of the offer. All applications will be treated confidentially.
2. Pre-selection: verification of compliance with the minimum requirements of the offer.
3. **Selection (end of March 2022):** assessment of the preselected candidates.
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: dep.personal@ctfc.cat