

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.

## Recruitment for the coordination of the UNESCO Centre for Mediterranean Biosphere Reserves

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Reference: 25-01-00005

**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 looking for a person with a higher degree specialised on the coordination of an international project related to the Mediterranean Network of Biosphere Reserves (MedMaB) and the UNESCOMED Category 2 Centre under the auspices of UNESCO.

### TERMS OF THE APPOINTMENT

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1. This contract may start as soon as possible, the latest during March 2025.
2. It is a full-time position.
3. Based on CTFC labour categories, 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).
4. Domestic and international travels are expected punctually.

### KEY RESPONSABILITIES / TASKS

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The successful candidate is expected to:

1. Coordinate the UNESCOMED Category 2 Centre.
2. Coordinate the work team and the strategy for the implementation of the MedMaB Thematic Network.
3. Establish relationships and new contacts at international and Mediterranean level to strengthen institutional and cooperative links between the UNESCOMED Centre, the MedMaB Network and the related institutions.
4. Organise of events, training courses and working sessions throughout the year, as well as the biannual Managers Meeting.
5. Preparation and attendance to the meetings of the UNESCOMED Governing Board and those of the MedMaB network.
6. Identify calls for competitive projects at national, international, and Mediterranean level that match the research interests of the UNESCOMED Centre.
7. Coordinate the drafting and editing of the dissemination materials of the BRs that comprise the MedMaB Network, as well as the maintenance of the Centre's website.

8. Daily administrative management of the C2C and the Thematic Network, including meetings minutes and the administrative reporting for the periodic reports.

The successful candidate will organically belong to the Biosphere Reserves Research Group and will work closely with already established staff.

### **BASIC REQUIREMENTS**

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1. High Education Studies in environmental sciences or equivalent (especially related to the natural protected areas' management) is an asset.
2. Experience in sustainable development projects of international scope, particularly in Southern Europe and the Mediterranean Region.
3. Experience in the facilitation of environmental and/or international networks and in coordinating work teams.
4. Knowledge of international and cooperative projects.
5. Strong communication skills, writing and reporting skills.
6. Readiness to quickly integrate in an established team.
7. Analytical skills in gathering and interpreting information.
8. Proficiency in English and advanced knowledge of Spanish and French.

### **DESIRABLE REQUIREMENTS**

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1. Third cycle of university studies is an asset.
2. Experience in project management (preparation of proposals, budgeting, and/or managing already running projects).
3. Experience in research, technical and scientific publications in the field of environmental sciences.
4. Experience in organising conferences, workshops, scientific dissemination events, training courses and participatory working sessions is an asset.
5. Ability to engage with stakeholders. Experience in Multi-Actor Projects/Initiatives is an asset.
6. Knowledge of other Mediterranean languages is an asset.

### **SOFT COMPETENCES / SKILLS**

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1. Planning and organisational capacity.
2. Capacity for team working in multidisciplinary and multicultural environments.
3. Communication abilities and relationship with the internal and external staff.
4. Responsible person with high degree of involvement and initiative.
5. Flexibility and adaptability to different type of tasks.
6. Proactive and independent worker.
7. Availability to travel.

### **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 12<sup>th</sup> February 2025, indicating the reference code of the offer.
2. **Pre-selection:** verification of compliance with the minimum requirements of the offer.
3. **Selection (February 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)

<b>Indicative Calendar</b>	
15 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.
February-March 2025 (approximately)	Start of the contract.

