

R&D&I Project Technician

Reference: 26-06-00044

The Forest Science and Technology Centre of Catalonia (CTFC) is seeking an R&D&I Project Manager to join the Project Promotion Office (OPP).

CTFC's research activity is organized around four programs: 1) Multifunctional Forest Management; 2) Landscape Dynamics; 3) Biodiversity Conservation and 4) Bioeconomy and Governance. The Project Promotion Office (OPP) supports researchers and technicians in grant proposal writing and project management.

CTFC coordinates various 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, Catalonia), CTFC employs approximately 200 staff members, produces more than 140 scientific publications annually, and manages an annual budget of around €12 million. Its research and knowledge transfer activities are structured around four programs: Multifunctional Forest Management, Landscape Dynamics and Planning, Biodiversity Management and Conservation, and Bioeconomy, Health and Governance.

More institutional information is available at: www.ctfc.cat.

TERMS OF THE APPOINTMENT

1. Starting date: September 2026.
2. Full-time position with an initial duration of 1 year (with the possibility of extension).
3. The workplace is located in Solsona, with the possibility of partial remote work.
4. The Project Manager will report to the Project Promotion Office and work within a team consisting of six project managers and one research data manager.
5. According to CTFC employment categories, the annual gross salary will be adjusted to the position and determined based on the selected candidate's qualifications and experience.

KEY RESPONSABILITIES

1. Support the identification and analysis of funding opportunities in regional, national, and European programs.
2. Collaborate in the preparation and submission of R&D&I project proposals.

3. Assist in the administrative, technical, and financial coordination of ongoing projects.
4. Support the monitoring of deadlines, deliverables, indicators, and commitments established with funding bodies.
5. Participate in the preparation of technical and financial reporting documentation.
6. Collaborate in project auditing, verification, and closure processes.
7. Maintain project information systems and monitoring databases up to date.
8. Prepare reports, presentations, and other project management support documentation.
9. Provide specialized support and work directly with project leaders and coordinators.
10. Carry out other similar tasks assigned by the Project Promotion Office.

BASIC REQUIREMENTS

1. University degree, preferably in science, engineering, economics, business administration, environmental sciences, or related disciplines.
2. Strong communication, writing, and document preparation skills.
3. Proficiency in English and advanced knowledge of Catalan and/or Spanish, both spoken and written.
4. Analytical and synthesis skills for gathering and interpreting information.
5. Experience using Microsoft Office applications.
6. Familiarity with digital platforms and tools for project and funding management.
7. Interest and willingness to learn about CTFC's R&D&I programs.
8. Availability for occasional national and international travel.

DESIRABLE REQUIREMENTS

1. Master's degree, postgraduate qualification, or PhD related to CTFC research programs.
2. Experience in R&D&I project management, including proposal preparation, budgeting, project implementation, and reporting.
3. Experience in leading and/or managing European R&D&I projects.
4. Experience writing or reviewing proposals for European R&D&I funding programs.
5. Ability to engage effectively with stakeholders.
6. Experience in multi-actor projects or Living Labs.
7. Knowledge and/or experience in forestry, environmental, and/or rural sectors.
8. Experience in knowledge transfer activities and authorship of scientific or outreach publications.
9. Ability to facilitate participatory processes or workshops in multi-actor environments.
10. Additional language skills.

SOFT COMPETENCES

1. Strong planning, organizational, and task-prioritization abilities.
2. Responsible individual with a high level of commitment.
3. Hard-working, proactive, and capable of working independently.

4. Flexible and adaptable in performing different types of tasks.
5. Ability to integrate into and work effectively within multidisciplinary and multicultural teams.
6. Strong communication and interpersonal skills for interacting with internal and external stakeholders.
7. Attention to detail and ability to work under tight deadlines.

CONTACT

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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 **20 August 2026 at 14:00**, indicating the reference code of the job offer. Applications submitted through portals other than the CTFC's own job board will not be accepted, nor will those received through the SOC that do not follow the instructions specified in the call itself.

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	
20 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.
September 2026 (approximately)	Start of the contract.