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NºRef. 19/2020

IREC are looking for a Project Manager for EU project (Corewind Project). This professional must be highly skilled in project management, financial reporting and administrative management of competitive public-funded projects. Capacity to work in a team, flexible, innovative, with initiative and problem solving skills would be valuable. High level of communication and negotiation skills.

Main responsibilities

- Monitoring the overall progress regarding milestones and deliverables
- Operationalisation and timing of all activities in the project
- Identification of any unanticipated risks
- To act as the focal point both for receiving reports, comments and project funds from the European Commission and partners as well as for distributing and disseminating these further as and when necessary
- To collect information from partners, reviewing of written inputs and background documents
- To check and monitor budget expenditure both at project and partner organisations' level
- To assist in the preparation of detailed interim and final reports, as outlined in the projects' EC Grant Agreements

Skills & Qualifications (S&Q)

Essential S&Q

- Written and spoken English
- Exceptional organisational skills and high attention to detail
- Ability to cope with tight deadlines
- Team spirit and the ability to work independently

Additional valued S&Q

- Experience/ knowledge in principles and techniques of EU projects planning
- Experience/knowledge in international grant application and bid management processes

Offered Conditions

- Full-time contract
- Remuneration package, commensurate with skills, qualifications and experience
- Full immersion into an excellent, dynamic & highly motivated team with high growth expectations which you are expected to actively contribute to
- Continuous development and career-progression opportunities

Send applications by email directly to vbaboim@irec.cat indicate Project Manager - Corewind Project - NºRef.19/2020 in the subject including:

- A motivation letter with reasons for applying, qualifications and the intentions and visions for the position
- Curriculum vitae with personal, academic and professional data.

Deadline for applications: 13 April 2020