

**Publish date April 17th, 2020**

**NºRef.22/2020**

## **“Energy for Society” (XRE4S) manager assistant**

### **JOB DESCRIPTION**

IREC is looking for a network management assistant for the “Energy for Society” (XRE4S) Catalan R&D reference network. The professional will be integrated within the IREC’s Knowledge and Technology Transfer (KTT) team supporting the XRE4S manager in deploying the network activities program. The XRE4S network has the objective of clustering and promoting knowledge and technology transfer activities of Catalan research groups in the field of energy. In particular, tasks will focus on promotion of the network, preparation and organization of the valorization and technical training programs including organization of events, dissemination and communication activities .

This professional must have extended experience in project and community management, knowledge and experience in research environments, if possible within the energy sector and technology transfer activities. He/she must be highly skilled in management of collaboration projects and programs with research institutions, KTT activities, communication and events organization, definition and implementation of collaboration programs with industry. Capacity to work in a team, flexible, service oriented, innovative, with initiative and problem solving skills. High level of communication and negotiation skills are mandatory.

### **Requirements:**

#### **Essential:**

- University Degree in Science, Engineering, Technology or equivalent
- Proven experience in management and participation in research networks and programs, including relationship with industry
- Background and/or experience in communication, social networks, events organization and dissemination activities
- Proven experience in scientific and technology research institutions in the field of energy (advanced materials for energy, renewable energies, smart grids, energy efficiency, etc.)
- High proficiency in English language
- High proficiency in MS Office tools and management tools.

#### **Advantageous:**

- Background in IP management, legal and/or KTT activities
- Experience in research-industry collaboration projects and programs
- Extended knowledge and/or experience on advanced materials for energy, renewable energies, smart grids, energy efficiency and/or energy sector
- Knowledge of the Catalan research system and energy research institutions

### **Personal Skills:**

- Self-motivated and open-minded
- Good communication skills
- Team Worker.
- Results-oriented.
- Analytical and synthesis capabilities.
- Negotiation skills

**Salary:**

Salaries will be paid in accordance with the IREC's salary policy, depending on the candidate's qualification and professional experience.

Send applications by email directly to [irecjobs@irec.cat](mailto:irecjobs@irec.cat) indicate "**Energy for Society (XRE4S) manager assistant (ref 22/2020)**" in the subject including:

- A motivation letter with reasons for applying, relevant experience, qualifications and value proposition related to the vacancy
- Curriculum vitae with personal, academic and professional data.

**Deadline for applications:** 7 May 2020

This positions could be co-financed by the European Union through the European Regional Development Fund (FEDER) through different programs for the promotion and management of research networks in Catalonia.