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**N. Ref.: 24/090**

**Area:** Management and finance area

**Area leader:** Jaume Marfà Sánchez

**Group:** Unitat de Gestió

**Head of Group:** Vanessa Vall Baboim

**Position:** Project Manager (S2)

**Description of the job position**

IREC-CERCA is looking for a Project Manager to join our Project Management Team. We are seeking for a junior profile who aims working in a leading research institution dealing with the administrative, financial and legal management of EU funded projects (HE and other programs) and/or National (AEI, CDTI and others) and Catalan (AGAUR, ACCIÓ and others) calls. Some of the main tasks will be:

* Management of administrative, financial and legal aspects of EU research projects and/or national projects. Administrative and financial monitoring of projects once awarded.
* Support to researchers in project management during the post-award phase.
* Preparation and presentation of financial reports.
* Participation and support in project audits.
* Any other task linked to administrative, financial and/or legal management.

**Requirements**

Essential:

* University Degree in Science, Engineering, Technology or Economy. Other academic degrees could also be accepted.
* High proficiency in Microsoft Office Tools (Excel, Word, Powerpoint).
* Good level of English, Catalan and Spanish language.

Advantageous:

* Project Management training.
* Some experience working in a similar role.
* Some knowledge or experience of the Catalan and Spanish research frameworks.
* Some Knowledge or experience in the use of SAP as ERP software.

Personal skills:

* Self-motivated, open-minded and team worker.
* Analytical and synthesis capabilities.
* Good communication skills.

Others:

* Official certificate of disability will be a plus.

**What We Offer:**

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

Temporary Contract, with possible future continuity.

Send applications by email directly to ftorregrosa@irec.cat and irecjobs@irec.cat indicating Project Manager S2 (Ref. xxxx/xx) in the subject and 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