

As a flagship research center in nanoscience and nanotechnology, our mission is to open and explore new frontiers of knowledge at the nanoscale, and bring value to society in the form of new understanding, capabilities and innovation, while inspiring and providing broad training to the next generations of researchers. Our values are Commitment, Collaboration and Transformation.

Our research lines focus on the newly-discovered physical and chemical properties that arise from the behaviour of matter at the nanoscale. ICN2 has been awarded with the Severo Ochoa Center of Excellence distinction for three consecutive periods (2014-2018 and 2018-2022 and 2023-2026). ICN2 comprises 20 Research Groups, 7 Technical Development and Support Units and Facilities, and 2 Research Platforms, covering different areas of nanoscience and nanotechnology.

Job Title: Public Procurement Specialist (Legal)

Department: Legal and Public Tenders Department

Main Tasks and responsibilities:

We are seeking a qualified professional with solid experience in public procurement law to join our team. This role involves the end-to-end management of public procurement procedures, ensuring full compliance with applicable regulations and delivering high-quality legal support throughout the contracting lifecycle.

The ideal candidate will bring strong legal expertise, attention to detail, and the ability to manage multiple procurement processes in a structured and autonomous manner.

Key Responsibilities:

- Drafting, reviewing, and validating tender documents (administrative specifications and contractual documentation).
- Managing the full procurement lifecycle, from needs assessment through tendering, award, formalisation, and contract execution.
- Supporting and attending tender evaluation committees.
- Preparing minutes, formal notices, requests for documentation, and rectification procedures.
- Handling contract extensions, amendments, and contract closure.
- Drafting and managing procurement-related appeals and legal challenges.
- Managing and monitoring contractual guarantees.
- Publishing, tracking, and reporting procurement procedures on official e-procurement platforms.
- Regular use of legal databases (case law and doctrine) and electronic procurement tools.

Requirements:

- **Education:** Law degree (LLB or equivalent).
- **Knowledge and Professional Experience:**

Law degree (LLB or equivalent).

3–4 years of professional experience in public procurement and administrative law, gained in:

- Public administrations,
- Public sector entities, or
- Law firms / consulting firms specializing in public law.

Strong knowledge of public procurement regulations (e.g. Spanish Public Sector Contracts Law – LCSP – and EU directives).

Proven experience managing end-to-end procurement processes.

Proficiency in legal drafting and handling administrative procedures.

- **Personal Competences:**

Spanish: Native / C2

Catalan: Native / C2

English: B2 (minimum)

Proficiency in Microsoft 365 (advanced user level).

Mandatory: experience with legal research databases (case law and legal doctrine).

Experience with e-procurement platforms.

Desirable: knowledge of Power BI or similar data analysis tools.

Strong legal reasoning and analytical skills.

Excellent attention to detail and drafting skills.

Ability to manage multiple processes simultaneously.

High level of autonomy and accountability.

Teamwork and cross-functional collaboration skills.

Preferred Qualifications

Master's Degree in Legal Practice (or equivalent).

Specialized training in public procurement or administrative law.

Summary of conditions:

- Full time work (37,5h/week)
- Contract Length: Permanent
- Location: Bellaterra (Barcelona)
- Salary will depend on qualifications and demonstrated experience.
- Support to the relocation issues.
- Life Insurance.

Estimated Incorporation date: as soon as possible

How to apply:

All applications must be made via the ICN2 website and include the following:

1. A full CV including contact details.
2. 2 referee contacts.
3. 2 Reference letters or referee contacts.

Applications will be reviewed continuously.

Equal opportunities:

At ICN2, we foster an inclusive and safe work environment, free from any form of discrimination—whether based on gender, sexual orientation, gender identity, age, origin, culture, religion, disability, or any other personal or social condition. We are committed to ensuring equal treatment and opportunities in all our processes, especially in recruitment, which is based solely on talent, experience, and ability. We implement proactive policies for inclusion and harassment prevention that reinforce our commitment to respect and fairness. If you share these values and are looking to grow in an open and diverse environment, ICN2 is ready to welcome you.