

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 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 19 Research Groups, 7 Technical Development and Support Units and Facilities, and 2 Research Platforms, covering different areas of nanoscience and nanotechnology.

Job Title: Administrative

Department: Technical Management Support Area

The activity performed by this unit is divided into two distinct areas.

On the one hand, this unit provides technical and management support to the ICN2 General Manager. It includes advising on legal issues, preparing the ICN2 compliance procedure or anti-corruption guide, supporting the curation of the ICN2 Ethics Code, coordinating and managing the signing of documentation, collaborating in obtaining data and preparing reports and providing the *Generalitat de Catalunya* with reports and data related to contracting, among others.

On the other hand, it is in charge of the management of ICN2's public contracting of services, supplies and works, through public tenders and minor contracting files, based on Law 9/2017 of 8 November, on Public Sector Contracts.

Main Tasks and responsibilities:

Manage the execution of "Contrato menor" files and Tenders:

- Manage contract extensions (notices and management of extensions).
- Reception reports.
- Information of contracts in the Public Contract Registry.
- Contract settlement in the Public Contract Registry.

Penalties:

- Internal management: Inform the contracting unit about possible files with penalties.
- Drafting of drafts.
- Notices in Outlook.
- Follow-up, management of signatures.

Manage the publication of tenders on the contracting profile:

- Prepare the Profile template and publish (including minutes, reports, awards, extensions, etc.).
- Setup of digital envelopes.
- Call meetings.

Maintenance and updates of internal tender databases:

- Keep the tender Excel sheet updated to have quick access to the status of each tender, creation of reports and statistics, information on extensions, guarantees, management of guarantee returns, among others.

Keep the physical and digital guarantee files updated.

Keep the digital extension file updated.

Maintain the unit's billing database.

Maintenance and updates of the ICN2 contracts and agreements database (ATHENTO).

Requirements:

- **Education:** Ciclo formativo grado medio o superior (Must have graduated in the last 3 years)
- **Knowledge and Professional Experience:**
Previous experience of 1 year in an administrative position.
Knowledge of Power BI will be valued.
Advanced Excel.
- **Competences:**
Excellent communication skills in English (B2), Catalan(C2/Native), and Spanish(C2/Native).

Summary of conditions:

- Full time work (38h/week)
- Contract Length: Temporary (1 year)
- Location: Bellaterra (Barcelona)
- Salary will depend on qualifications and demonstrated experience.
- Support to the relocation issues.
- Life Insurance.
- Work-Life Balance and Flexibility:
 - Option to telework (2 days per week)
 - flexible work schedules
 - 6 h/day July and August and every Friday during all year
- 28 holidays per year
- Flexible compensation plan: tax advantages contracting some products (health insurance, childcare, training, among others.)
- Training activities: languages, mentoring programme, wellbeing programme.
- International environment

Estimated Incorporation date: as soon as possible

How to apply:

All applications must be made via the ICN2 website <https://jobs.icn2.cat/job-openings/689/administrative-technical-management-support-area> and include the following:

1. A cover letter.
2. A full CV including contact details.
3. 2 referee contacts.

Applications will be continuously reviewed.

Equal opportunities:

ICN2 is an equal opportunity employer committed to diversity and inclusion of people with disabilities. ICN2 is following the procedure for contract of people with disabilities according with article 59 of the Royal Decree 1/2015, of 30 of October.