

The mission of the Catalan Institute of Nanoscience and Nanotechnology (ICN2) is to achieve the highest level of scientific and technological excellence in Nanoscience and Nanotechnology. Its research lines focus on the newly-discovered physical and chemical properties that arise from the behavior of matter at the nanoscale. ICN2 has been awarded with the Severo Ochoa Center of Excellence distinction for two consecutive periods (2014-2018 and 2018-2022). ICN2 comprises 18 Research Groups, 7 Technical Development and Support Units and Facilities, and 2 Research Platforms, covering different areas of nanoscience and nanotechnology.

## **Job Title: Competitive Funding Assistant**

**Department: Competitive Funding**

### **Description of Group/Project:**

The Competitive Funding Department is devoted to support the researchers in managing competitive funds for research in compliance with the terms, conditions and requirements of the funding agencies throughout all the life of each funded project and in an individual way. This includes to provide comprehensive support in the preparation and submission of proposals and in grant acceptance, to fulfil administrative and reporting requirements of the funding agencies for active grants and to manage their budgets.

### **Main Tasks and responsibilities:**

- Administrative support to the Competitive Funding Officers during the follow-up of active grants & fellowships.
- Compilation of the necessary documents in order to elaborate financial reportings.
- Financial data processing, specially related with expenses (personnel, consumables, equipments and other direct costs) charged to each project/grant.
- Pre-elaboration of financial reportings according the requirements and templates of the different funding agencies.
- Archive of supporting documents related to the grants.
- Other tasks of support to the Competitive Funding Department

### **Requirements:**

- **Education:**
  - Degree in Administration, Finance, Science or similar
- **Knowledge:**
  - Advanced level in English
  - Advanced level in Microsoft Excel
  - Bilingual Catalan and Spanish
- **Professional Experience:**
  - No previous experience is required
- **Competences:**
  - Ability to work as a part of a team
  - Meticulous with the archive of documentation
  - multi-task capacity

- control under stress
- proactivity
- capacity to work under deadlines

**MANDATORY REQUIREMENT:** the candidate must be also registered in the Sistema Nacional de Garantía Juvenil prior to hiring. The conditions to fulfil and the register process can be found at: [http://www.sepe.es/contenidos/garantia\\_juvenil/a\\_quien\\_va\\_dirigido\\_garantia\\_juvenil.html](http://www.sepe.es/contenidos/garantia_juvenil/a_quien_va_dirigido_garantia_juvenil.html)

#### Summary of conditions:

- Full time work (37,5h/week)
- Contract Length: 2 years
- Location: Bellaterra (Barcelona)
- Salary will depend on qualifications and demonstrated experience.
- Support to the relocation issues.
- Life Insurance.

Estimated Incorporation date: 1<sup>st</sup> April 2020

#### How to apply:

All applications must be made via the ICN2 website <https://jobs.icn2.cat/job-openings/211/competitive-funding-assistant> and include the following:

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

Applications will be continuously reviewed. Shortlisted candidates will be invited for interview.

#### Equal opportunities:

ICN2 is an equal opportunity employer committed to diversity and inclusion of people with disabilities.