

ICN2 is a renowned research centre. Its research lines focus on the newly discovered physical and chemical properties that arise from the behaviour of matter at the nanoscale.

The Institute promotes collaboration among scientists from diverse backgrounds (physics, chemistry, biology, and engineering) to develop basic and applied research, while seeking out new ways to interact with local and global industry.

It also offers researchers training in nanotechnology, develops numerous activities to promote and enable the uptake of nanotechnology by industry, and promotes networking among scientists, engineers, technicians, business people, society, and policy makers.

ICN2 was accredited in 2014 as a Severo Ochoa Centre of Excellence and is a founding member of the Barcelona Institute of Science and Technology (BIST). The aim of the Severo Ochoa Program, sponsored by the Spanish Ministry of Economy, Industry and Competitiveness, are to identify and support those Spanish research centres that demonstrate scientific leadership and impact at global level.

Job Title: COMPETITIVE FUNDING OFFICER

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 Principal Investigator during the submission of new grants & fellowships proposals.
- Follow up of grants & fellowships calls and resolutions published at the official webpages and official communications.
- Follow up of new grants acceptance steps.
- Financial control (elegibility and availability) of expenses (personnel, consumables, equipments and other direct costs) charged to each project/grant and all administrative follow-up of the project (changes in the duration, changes in budgets, etc.).
- Control and elaboration of financial reportings and control and revision of scientific reportings. Archive of supporting documents related to the grants.
- Meet the requirements of internal or external audits.

Education, Experience, Knowledge and Competences required:

Education

- Degree in Science or Science Engineering (Chemistry, Physics or similar) OR Degree in Finance (or similar).

Experience

- Expected years of experience: 2

Knowledge:

- Bilingual Catalan and Spanish. Advanced level in English.
- Advanced level in Microsoft Excel.

Competences:

- This position requires a person with high expertise in European and National competitive funding, especially in their management and reporting processes, with a great ability to work as a part of a team and very meticulous with the archive of documentation.
- A high multi-task capacity, high control under stress and high capacity to work under deadlines is also required.

Summary of conditions:

- Full time work (37,5h/week)
- Contract Length: Temporary contract (max. 3 years)
- Salary will depend on qualifications and demonstrated experience.
- Salary according to the cost of living in Barcelona.
- 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 <http://jobs.icn2.cat/job-openings/159/competitive-funding-officer> and include the following:

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

Deadline for applications: Review and Interviews of candidates will start immediately and continue until the position is filled.

Equal opportunities:

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