

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: Competitive Funding Officer

Research area or group: Competitive Funding Department

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:

Management of public & competitive grants and fellowships under the supervision of the Head of the Department.

- Explore funding opportunities of the Institute and ensure proper planning of proposals.
- Administrative support to the Principal Investigators 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 (consortium agreements, NDAs, grants agreements)
- Financial control (eligibility and availability) of expenses (personnel, consumables, equipment 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 reports and control and revision of scientific reports. Archive of supporting documents related to the grants.
- Meet the requirements of internal or external audits.
- Interface with other ICN2 departments (Strategy, Business and Innovation), researchers and external parties when required.

Requirements:

- **Education:**
Degree in Science or Science Engineering (Chemistry, Physics or similar) or Degree in Finance (or similar).
Project Management Master will be an advantage.
Specific formation in H2020/HE and IP will be an asset.
- **Knowledge:**
Bilingual Catalan and Spanish. Advanced level of English. Any other language will be an asset.
Previous experience working with SAP BO will be an asset.
- **Professional Experience:**
2 years of previous experience in a similar role.
This position requires a person with high expertise in European, National, Regional and International competitive funds, both in the proposal preparation phase and in the management and reporting of granted projects.
Previous experience in CERCA/CSIC centers and/or Higher Education Institutions will be an asset.
Experience managing and coordinating big consortia and public-private funded projects.
- **Personal Competences:**
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.
Team worker, multi-tasking.

Summary of conditions:

- Full time work (38h/week)
- Contract Length: Permanent.
- Location: Bellaterra (Barcelona)
- Salary will depend on qualifications and demonstrated experience.
- Support to the relocation issues (if applicable)
- 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: January 2025

How to apply:

All applications must be made via the ICN2 website 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. 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.