

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

Job Title: Mobility Officer

Department: Human Resources

Description of Group/Project:

The mission of ICN2's Human Resources department is to contribute to being an attractive and inclusive research center for our current members and for the global community, in accordance with the mission and values of the center.

How do we do this?

1. Being close to the ICN2 Community to understand the different situations and institutional objectives.
2. Establishing policies and processes that meet these needs in coherence with the legal framework.
3. Promoting Career Development, training and activities that allow the growth of our Community.
4. Taking care of relationships with the environment to facilitate common initiatives.

With this spirit and purpose, a professional and committed team, with specialists in each area of Human Resources, is working for the greatest contribution.

Main Tasks and responsibilities:

- Support for the dissemination of open job offers on international channels: university websites, international job portals, LinkedIn groups and other international forums and associations that may allow the recruitment of international personnel.
- Support in the mobility of the selected international research staff to be hired in obtaining the necessary permits. Remote support, through interviews for advice.
- Accompaniment, once the researcher has arrived in Spain in the procedures with the entities: Registration, NIE, public health service registration, registration for doctoral students, etc...
- Accompaniment and support in the renewal of permits when they expire and there is renewal in the contract.
- Resolution of incidents related to negotiations with state administrations.
- Support any international member who comes to ICN2 for an employment contract or for a research stay in obtaining permits and related procedures.
- Organise, simplify, and protocolise processes in a way that facilitates their management.
- Implementation of the Euraxess Dual careers programme

Requirements:

- **Education:** Bachelor or Master related with HR discipline.
- **Knowledge:**
 - Good knowledge of international mobility processes.
 - Spanish and English are a must. This position requires high English level due its specific tasks (Advanced level).
 - Catalan is strongly valued.
- **Professional Experience:**
 - Experience in international environments with similar positions.
 - Experience in research centres is very valued.
- **Personal Competences:**
 - Teamwork
 - Resilience
 - Communication skills
 - Willing to manage cultural diversity
 - Proactivity and efficiency oriented

Summary of conditions:

- Full time work (38h/week)
- Contract Length: Approximately for 2 years, linked to the Grant GPE 2024.
- 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-February 2025.

How to apply:

All applications must be made via the ICN2 website <https://jobs.icn2.cat/job-openings/695/mobility-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: 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.