

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: Public Tenders Officer (internship contract for recent graduates)**

**Department:** Technical Management Support Area

**Main Tasks and responsibilities:**

- Study and drafting of specifications and administrative file.
- Management of the procurement file from the beginning of the purchase need to the formalisation and execution of the contract.
- Drafting of minutes and documents requiring documentation, correction and notifications.
- Management of contractual extensions and termination of contracts.
- Study, management and drafting of special appeals in the field of public procurement.
- Warranty management.
- Understanding and writing of legal texts and legal documents.
- Experience in the management of electronic contracting platforms.
- Publication and reporting of files on official platforms.

**Requirements:**

- **Education:**  
Degree in Law.
- **Knowledge**  
Fluent in English and Catalan (Advanced Level)
- **Professional Experience**  
Between 6 month and 1 year in a similar position.
- **Personal Competences**  
Meticulous, multi-task capacity, proactivity

**Summary of conditions:**

- Full time work (37,5h/week)
- Contract Length: 1 year (Must have graduated in the last 3 years)
- Location: Bellaterra (Barcelona)
- Salary will depend on qualifications and demonstrated experience.
- 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 <https://jobs.icn2.cat/job-openings/765/public-tenders-officer-internship-contract-for-recent-graduates> and include the following:

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