

IMDEA Nanociencia
Competitive Projects Office position (Ref. SO.CPO.1)

IMDEA Nanociencia is offering a position in the Competitive Projects Office (CPO) within the framework of the ("Severo Ochoa" Programme for Centres of Excellence). The candidate is expected to have a strong background in different knowledge areas with capabilities in lobbying for influencing calls, networking for entry into consortiums, support in writing of proposals and back office during execution and reporting.

Essential skills

- Knowledge on European projects and/or European policy focused specifically on funding opportunities.
- Expertise in relevant European and international institutions.
- Ability to deal and work with representatives of other external entities, both public and private, with different backgrounds, cultures and nationalities
- Understanding of key aspects of project proposal writing.
- Planning, organizational, and negotiation skills.
- Bilingual fluency in English language both spoken and written.
- Strong communication skills in formal and informal situations, including presentations.
- Teamwork, flexibility, adaptability and ability to multi-task

Functions and tasks

- Monitor opportunities of participation in calls from national and international funding agencies
- Collect information through the regular presence in forums, infodays, brokerage events etc.
- Assist with building of consortiums for calls.
- Coordinate preparation proposals through networking with the different partners.
- Contribute to the writing of the non-technical sections of proposals (budget, management and dissemination sections)
- Coordinate the Institute's contribution to working drafts of the forthcoming EU work programmes.

Application Requirements

- Applicants must have a minimum of 5 years' experience in project proposals and managing multiple project
- Graduate or postgraduate degree in chemistry, physics, biology, engineering or another related discipline
- Candidates may be of any nationality. No age restrictions apply.

How to apply

- Applications should be sent electronically to jobs.nanociencia@imdea.org
- One file (in PDF format) including the following documents (note the limitations in the number of pages):
 - Motivation letter (max. 1 page)
 - Full curriculum vitae.

Deadline for applications: December 10th 2017

Benefits

- The selected candidate is expected to start in early 2018.
- We initially offer a one-year contract with the possibility of renewing for additional years, if results are satisfactory. Gross salary will be according to selected candidate's qualifications, within the limits set by legal regulation in Spain, and according to remuneration scales in place at IMDEA Nanociencia.