

**IMDEA Nanociencia**  
**Research Support Office position (Ref. SO.RSO.1)**

IMDEA Nanociencia is offering a position in the Research Support Office (RSO) 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 assisting researchers and supporting staff to scientific needs related to Human Resources (HR) management.

**Essential skills**

- Planning and organizational skills, especially in relation to HR and career development in research or academic environments
- Bilingual or fluent in English language, both spoken and written.
- Strong interpersonal communication abilities
- Teamwork, flexibility, adaptability and ability to multi-task

**Functions and tasks**

- Facilitate arrival and integration of new researchers, specially their local integration.
- Assist researchers through their work at the institute.
- Collect information from researchers to establish the basis of PhD and postdoc carer development plans.
- Coordinate the preparation of a common Progress Assessment Process (PAPs)
- Follow up of doctoral and postdoctoral researchers through Individual Development Plans (IDPs) providing a planning process that identifies both professional development needs and career objectives
- Coordinated with PhD and PostDoc office to discuss and finance common goals.

**Application requirements**

- Applicants must have a minimum of 3 years in HR management and scientist support functions
- Graduate degree in chemistry, physics, biology, engineering or related discipline
- Postgraduate degree in science or preferably in management

**How to apply**

- Applications should be sent electronically to [jobs.nanociencia@imdea.org](mailto:jobs.nanociencia@imdea.org)
- One file, in PDF format, including the following:
  - Motivation letter (max. 1 page)
  - Curriculum vitae (business format)

**Deadline for applications:** December 10th 2017

**Benefits**

- The selected candidate will be expected to start early in 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.