

Research Project Management

The Institute of Microelectronics of Barcelona (IMB-CNM CSIC) is a well-positioned research center to be the best partner both for the development of new Micro and Nano Technologies, Components and Systems and also for the application of such technologies to the solution of the Societal Challenges that the European citizens are facing now.

The main activities of IMB-CNM is basic and applied research and development, education and training in micro and nanotechnologies, components and systems. Its mission is to improve the knowledge and to contribute to the implementation of solutions based in these technologies in new products, for solving societal challenges.

Key Responsibilities

- Support to Coordination of R&D&I projects
- Support in the preparation and submission of proposals
- Support to researchers during the execution of projects according to the terms and conditions of the grants
- Organization of coordination and follow-up meetings
- Identification of synergies with other projects and centers.
- Promotion and dissemination of research projects
- Preparation of reports/reports
- Support in economic justifications
- Incident resolution
- Response to requirements and audits
- Organization of coordination and follow-up meetings

Required skills / Experience

- University graduate
- Administration or other qualifications related to project management will be an advantage
- A good knowledge of the computer tools required to perform this type of tasks (e.g. MS Office, databases, project management software, etc.) is also required

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- High level of English
- Responsibility, proactivity, Problem-solving, Good communication skills and teamwork
- Minimum one year of experience in a similar position.

Job conditions

- Full time contract (40 hours/week)
- Indefinite contract for scientific-technical activities (article 23 bis of Law 14/2011, of 1 June, on Science, Technology and Innovation).
- On site work, with the possibility of teleworking and flexible schedule.
- Trial period of 3 months
- Salary according to qualifications, proven experience and CSIC conditions
- Estimated start date: October, 2024

The person hired will join the Project Office of the Institute of Microelectronics of Barcelona - National Microelectronics Center (IMB-CNM) of the CSIC, located at the Bellaterra Campus of the UAB (Cerdanyola del Vallès).

How to apply

Applications should be submitted to rrhh@imb-cnm.csic.es stating the job title as the Subject of the message. The mail should include a cover letter and an updated CV.

Sending CVs to the above address implies consent to the Legal Advice | IMB CNM (csic.es).

Deadline for applications: September 15th, 2024

This offer can be found on: <https://www.imb-cnm.csic.es/en/about-center/careers/open-positions>.

More information on IMB-CNM: <https://www.imb-cnm.csic.es/en/>