

Instituto de Microelectrónica de Barcelona IMB-CNM CSIC

Project Manager – National Strategic Initiatives

IMB-CNM CSIC is Spain's leading research centre in Micro and Nanotechnologies and Microsystems, offering a unique environment where scientific excellence meets technological innovation. Founded in 1985 and recognised as a María de Maeztu Unit of Excellence, IMB-CNM is driven by the ambition to transform cutting-edge research into ground-breaking technologies with a tangible impact on industry, the economy, and society.

As part of the Spanish National Research Council (CSIC), IMB-CNM hosts state-of-the-art scientific infrastructures and participates in national and international research initiatives that support scientific advancement and technological innovation.

We are seeking a motivated and proactive Project Manager to support the development, coordination and successful implementation of strategic initiatives and publicly funded research projects across the institute.

Key Responsibilities

The selected candidate will support the management and coordination of strategic initiatives and R&D&I projects at IMB-CNM, contributing to the successful implementation of projects related to scientific infrastructure, research activities, innovation programmes and organisational development.

Working closely with management, researchers, technical staff, administrative services and external stakeholders, the successful candidate will facilitate collaboration across teams and contribute to the efficient delivery of project activities. The successful candidate will join the IMB-CNM Project Office.

The main responsibilities will include:

- Supporting the planning, coordination, monitoring and execution of strategic initiatives and publicly funded R&D&I projects.
- Facilitating communication and collaboration among technical, scientific, administrative and management stakeholders involved in project activities.
- Organising and coordinating project meetings, monitoring activities and follow-up actions, ensuring appropriate documentation and reporting.
- Supporting the preparation, review and submission of proposals to competitive regional, national and European funding programmes.
- Assisting researchers and project leaders throughout project implementation, ensuring compliance with funding requirements, timelines and reporting obligations.
- Supporting administrative, financial and contractual project management activities, including budget monitoring, document control and coordination with institutional support services.
- Contributing to the preparation of technical, administrative and financial reports for funding agencies and institutional stakeholders.
- Supporting financial and technical justification processes, audits, reviews and responses to funding agency requirements.
- Identifying opportunities for collaboration and synergies among projects, research groups, scientific infrastructures and partner organisations.
- Supporting communication, dissemination and outreach activities aimed at enhancing the visibility and impact of research and innovation initiatives.
- Contributing to organisational improvement initiatives and projects related to the development, optimisation and operation of scientific and technical infrastructures.

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Profile

We are looking for a professional with project management experience, strong organisational skills and the ability to work effectively in multidisciplinary scientific and technological environments.

The successful candidate will be comfortable interacting with researchers, technical teams, administrative staff and external partners, while contributing to the effective implementation of strategic initiatives.

The key qualifications for this position include:

- Experience supporting, coordinating or managing multidisciplinary projects, preferably in research, innovation, scientific, technological or public-sector environments.
- Knowledge of project management methodologies and tools, including planning, monitoring and reporting activities.
- Ability to coordinate multiple stakeholders and facilitate collaboration across teams with different objectives and priorities.
- Experience in administrative, financial or contractual aspects of project management will be highly valued.
- Familiarity with publicly funded projects and competitive funding programmes is desirable.
- Strong organisational skills, attention to detail and ability to manage multiple tasks simultaneously.
- Excellent communication, interpersonal and problem-solving skills.
- Analytical thinking, initiative and a proactive approach to identifying and implementing improvements.
- Ability to work both independently and collaboratively within multidisciplinary teams.

Key Skills

The successful candidate should demonstrate the following key competencies:

- ❖ Collaborative teamwork and stakeholder management skills.
- ❖ Planning and organisational abilities.
- ❖ Effective interpersonal communication.
- ❖ Results-oriented mindset.
- ❖ Proactivity and problem-solving capabilities.
- ❖ Adaptability and flexibility in dynamic environments.
- ❖ Analytical thinking and synthesis skills.
- ❖ Ability to build constructive working relationships across different professional profiles.

Education and Experience

Particular consideration will be given to candidates who demonstrate the following:

- ❖ A university degree in engineering, sciences, industrial organisation, business administration, or a related discipline.
- ❖ Additional training in project management, process improvement, quality management, operations management, or related fields.
- ❖ Previous experience in research centres, universities, technology centres, public institutions, scientific infrastructures or innovation environments.
- ❖ Experience supporting research, innovation or organisational development projects.
- ❖ Knowledge of publicly funded projects and their administrative, financial and reporting requirements.
- ❖ Experience working in multidisciplinary and international environments.
- ❖ Professional proficiency in English, Spanish and Catalan, both written and spoken.

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What We Offer

- ❖ The opportunity to join one of Spain's leading research centres in micro- and nanotechnologies, internationally recognised for the excellence of its scientific and technological activities.
- ❖ Participation in strategic initiatives and projects with a significant impact on research, innovation and scientific infrastructure development.
- ❖ A dynamic, collaborative and multidisciplinary environment with highly qualified researchers, engineers and technical specialists.
- ❖ Exposure to a wide range of scientific, technological and organisational projects.
- ❖ Opportunities for professional growth in project management, research administration and scientific infrastructure environments.
- ❖ Permanent full-time contract (37,5 hours per week).
- ❖ On-site position, with the possibility of joining the CSIC remote working scheme after completion of the initial onboarding period.
- ❖ Flexible working hours, with required availability during the core working period from 9:00AM to 2:30PM.
- ❖ Salary in accordance with qualifications, proven experience, and applicable CSIC employment conditions.
- ❖ Expected start date: October-November 2026

Interested in joining us?

Complete this [form](#) and send your CV and Motivation Letter to Talent@imb-cnm.csic.es, with the subject: **"Project Manager - Cleanroom Expansion"**. Incomplete or non-eligible applications will be automatically rejected.

*Applicants are kindly advised to ensure that their CVs clearly demonstrate compliance with the requirements of the position. CVs should include precise dates, relevant skills, and notable achievements that evidence the candidate's suitability and distinction in the selection process.

Deadline: September 7, 2026

Shortlisted candidates will be contacted by September 29th, 2026 to be informed of next steps.

Check our [website](#) for more information about the IMB-CNM and our research activities

Take the next step in your research career with us!

By applying, you accept our [data protection policy](#).

IMB-CNM (CSIC) adheres to the [European Charter and Code of Conduct for Researchers](#), ensuring full alignment with their principles and requirements, including equal opportunity, transparency, merit and ability, caring for an open, fair, and excellence-based hiring processes.

IMB-CNM holds the [HR Excellence in Research award](#), which acknowledges CSIC's commitment to continuous improvement in HR strategies for researchers.