

## Post-award Research Project Manager – European Projects (2-year renewable full-time contract)

The Institute of Evolutionary Biology (IBE) is seeking a research project manager to support the implementation of EU-funded projects in the post-award phase, to be incorporated into its Project and Grant Management Unit.

### About the Institution

The Institute of Evolutionary Biology (IBE) is a joint research center of the Spanish National Research Council (CSIC) and Pompeu Fabra University (UPF).

IBE's research focuses on the study of evolutionary processes and the genetic, ecological, and molecular mechanisms that generate and shape biodiversity. Research lines include genetic and molecular evolution, population biology, complex biological systems dynamics, and ancient DNA analysis for reconstructing species' evolutionary history.

IBE is the only research center in Catalonia and in the rest of Spain dedicated entirely to evolutionary biology and is recognized as a leading institution in this field in Southern Europe. Around 130 people currently work at the institute, distributed between the neighboring buildings of the [Barcelona Biomedical Research Park \(PRBB\)](#) and the Mediterranean Center for [Marine and Environmental Research \(CMIMA\)](#). In the near future, IBE will move to its own new building, currently under construction on the site of the former *Mercat del Peix*. This new facility will be part of a scientific hub that will host over 1,000 researchers in fields such as biomedicine, biodiversity, and societal wellbeing.

Currently, the institute hosts five ERC-funded projects (3 Starting, 1 Consolidator, and 1 Advanced Grant), in addition to numerous other European collaborative projects.

### Responsibilities

The project manager will support Principal Investigators (PIs) with ongoing ERC-funded projects, ensuring they are implemented according to the scientific objectives outlined in the Grant Agreement and in compliance with the funding agency's requirements. Responsibilities include:

- Monitoring project milestones, deliverables, and timelines.
- Supporting the research team in the scientific and technical follow-up of the project.
- Administrative and financial follow-up, including expenditure control and budget deviation tracking.
- Preparation of financial reports and collection of relevant documentation.
- Preparation of audit-related documentation.
- Coordination with internal offices (finance, procurement, HR) to ensure compliance with CSIC's internal regulations.

### Requirements

- University degree (Bachelor's or equivalent).
- Fluent in English, Catalan, and Spanish (spoken and written).
- Proven experience in administrative management of research projects funded by European Framework Programmes (H2020 and Horizon Europe).
- Experience in data and documentation management through the European Commission's Funding & Tenders Portal.

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### Additional valued qualifications

- Previous experience in ERC project management.
- Knowledge of other international research funding programs.
- Experience in research management within Spanish public research institutions.
- High motivation, ability to work in a team, attention to detail, and service-oriented mindset.
- University degree in biology or related disciplines.
- Master's degree, preferably in biology or related fields.
- PhD and/or research experience in biology or related areas.
- Proficiency in ICT tools for office work and digital communication.

### What we offer

- Full-time indefinite contract for an initial period of two years, renewable depending on available funding.
- Gross annual salary between €26,900 and €29,000, depending on the candidate's experience. Future promotion opportunities may be available for those holding a completed master's or doctoral degree.
- Expected start date: May 2025.
- Privileged location by the sea: Passeig Marítim de la Barceloneta, 37–49, Barcelona.
- Work-life balance measures, including flexible working hours and partial remote work.
- Supportive work environment with ongoing training and strong communication between units.

### Application process

#### Application deadline: 04/05/2025

**Phase 1:** Candidates should send an email to [gerencia.ibe@csic.es](mailto:gerencia.ibe@csic.es) with the subject “2025ERC\_IBE”, indicating how they heard about the position (Twitter, LinkedIn, a colleague, etc.), and attaching the following documents:

1. Curriculum Vitae (CV)
2. Motivation letter explaining their interest in the position

**Phase 2:** Final selection of shortlisted candidates will be carried out through the CSIC's official “bolsa de trabajo”. The offered salary corresponds to group M2 of the “bolsa de trabajo” (Bachelor's or equivalent degree). Applicants with foreign degrees must **apply for the official equivalence** with the Spanish university system **prior to registering** in the “bolsa de trabajo del CSIC”.