



**We are hiring:**

# **Internationalization Technician**

**2-year temporary contract**

**Deadline: 18 June**

At IBE we are seeking for a technician for our International Office, part of the Institute's Project/Grants Management Unit

## **About the Institution**

The [Institute of Evolutionary Biology](#) (IBE) is a joint center between the [Spanish National Research Council \(CSIC\)](#) and [Pompeu Fabra University](#) (UPF). It is the only research center in Catalonia and the rest of Spain entirely dedicated to evolutionary biology and has become a reference in this field in Southern Europe. Currently, around 130 people work at the IBE, distributed between the neighboring buildings of the Biomedical Research Park (PRBB) and the Mediterranean Center for Marine and Environmental Research (CMIMA).

In the near future, IBE will move to a new building under construction on the site of the former Mercat del Peix. This new space will be part of a scientific complex integrating over 1,000 researchers in fields such as biomedicine, biodiversity, and societal well-being.

The Project/Grants Management Unit is responsible for planning and coordinating competitive funding applications, as well as their management: regulatory compliance, administrative support to researchers, scientific and financial reporting, etc.

## **Responsibilities**

- Support for onboarding process of international staff in coordination with Human Resources unit
- Active search and dissemination of new international funding opportunities aligned with the institute research lines
- Support to researchers on the rules and requirements of competitive funding calls
- Personalized assistance to research groups in preparing proposals for international funding programs
- Drafting and monitoring of consortium agreements and grants
- Participation in the coordination and monitoring meetings of international projects
- Continuous monitoring of internal indicators of the Internationalization Office

## **Requirements**

\* Essential: Must hold an official university degree issued in Spain. For foreign degrees, official equivalence/recognition within the Spanish system is required (application must be submitted or recognized by the Ministry of Science, Innovation and Universities: <https://universidades.sede.gob.es/procedimientos/portada/ida/3513/idp/1030>)

- University Bachelor's degree\*
- Proficiency in English, Catalan, and Spanish (both spoken and written)
- Proven experience in managing research projects and grants from international research funding programs

### **Additional Valued Aspects**

- Experience in research management within public organizations of the Spanish scientific system
- Master's degree (or equivalent)\*, preferably in biology or related disciplines
- Holding a PhD and/or research experience in biology or related fields
- High motivation, teamwork skills, attention to detail, and user orientation
- Strong command of ICT tools, both office and digital communication

### **What we offer**

- Full-time contract for an initial period of two years, with the possibility of extension depending on available funding
- Gross annual salary between €26,900 and €29,000, depending on the candidate's experience. Promotion opportunities available for candidates with completed master's or doctoral studies
- Expected start date: September 2025
- Location by the sea: Passeig Marítim de la Barceloneta, 37-49, Barcelona
- Work-life balance measures, such as flexible hours and partial remote work
- Positive work environment and smooth communication between units. Ongoing support and training guaranteed

### **Selection process**

**Deadline:** June 18, 2025

**Phase 1:** Interested candidates must send an email to [gerencia.ibe@csic.es](mailto:gerencia.ibe@csic.es) with the subject "IBE2025\_GESTINT", indicating how they found out about the offer and attaching:

1. *Currículum vitae* (CV)
2. Motivation letter describing their interest in the position

**Phase 2:** Final selection of shortlisted candidates will be conducted through the [CSIC Job Bank](#). The offered salary corresponds to group M2 of the job bank (bachelor's degree or equivalent diploma).

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