

We are hiring:

ERC Post-Award Project Manager

Deadline: 21 September

The IBE is seeking a **research project manager to support the implementation of ERC-funded projects in the post-award phase**, to join its Project and Research 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).

IBE is the only research center in Catalonia and Spain entirely dedicated to evolutionary biology, and it has become a benchmark in this field in Southern Europe. Currently, around 130 people work at the institute, 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 currently 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.

Currently, there are five active ERC projects at the Institute (3 Starting, 1 Consolidator, and 1 Advanced).

Responsibilities

The project manager will support the principal investigators of active ERC projects, ensuring that the projects are carried out in accordance with the scientific objectives set out in the grant agreement and in compliance with the funder's requirements. This support includes:

- Monitoring milestones, deliverables, and project timelines.

- Supporting the research team in scientific and technical follow-up.
- Administrative and financial monitoring: expense control and budget deviation tracking.
- Preparing financial reports and collecting related documentation.
- Preparing documentation required for audit processes.
- Coordinating with internal offices (finance, procurement, human resources) to ensure compliance with CSIC internal regulations.

Requirements

- University degree (Bachelor's or equivalent).¹
- Fluent command of English, Catalan, and Spanish, both spoken and written.
- Proven experience in administrative management of research projects funded by European Framework Programmes (H2020 and Horizon Europe).
- Experience managing data and documentation through the European Commission's Funding & Tenders Portal.

Additional Valued Criteria

- Previous experience managing ERC projects.
- Knowledge of other international research funding programs.
- Experience in research management within public organizations of the Spanish scientific system.
- University degree related to biology or similar disciplines.
- Master's degree (or equivalent), preferably in biology or related fields.¹
- PhD and/or research experience in biology or related areas.
- High motivation, teamwork skills, attention to detail, and user-oriented approach.
- Strong command of ICT tools, both office and digital communication.
- Registration in the CSIC Job Bank (<https://sede.csic.gob.es/tramites/bolsa-de-trabajo>).

¹ It is essential to hold Spanish university degrees. For foreign qualifications, official equivalence or recognition within the Spanish system is required. The application must have been submitted or officially recognized by the Ministry of Science, Innovation and Universities (<https://universidades.sede.gob.es/procedimientos/portada/ida/3513/idp/1030>).

What We Offer

- Full-time permanent contract with guaranteed funding 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. Future promotion opportunities are foreseen for candidates with completed master's or doctoral studies.
- Expected start date: October 2025.
- Privileged 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 fluid communication between units. Continuous training and support are guaranteed.

Application Process

Deadline: September 21, 2025

Phase 1: Interested candidates must send an email to gerencia.ibe@csic.es with the subject "IBE2025_gestERC", indicating how they learned about the offer and attaching:

- Curriculum Vitae (CV)
- Motivation letter describing their interest in the position

Phase 2: Final selection of shortlisted candidates will be carried out through the CSIC Job Bank (<https://sede.csic.gob.es/tramites/bolsa-de-trabajo>). The offered salary corresponds to group M2 (Bachelor's or equivalent degree).