We are hiring:

Internationalization Technician

Deadline: 21 september

IBE is looking for an **Internationalization Technician** to join the Project and Research Grants Management Unit.

About the institution

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

IBE is the only research centre in Catalonia and the rest of 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 neighbouring buildings at the Biomedical Research Park (PRBB) and the Mediterranean Centre for Marine and Environmental Research (CMIMA). In the near future, IBE's activities will move to a new dedicated building currently under construction on the site of the former Mercat del Peix. This new space will be part of a scientific complex that will host over 1,000 researchers in fields such as biomedicine, biodiversity, and societal well-being.

The **Project and Research Grants Management Unit** of the Institute is responsible for planning and coordinating competitive funding applications, as well as managing them: regulatory compliance, administrative support for researchers, scientific and financial reporting, etc.

Responsibilities

- Support during the onboarding process for international staff
- Monitoring of management indicators for the Internationalization Office
- Tracking milestones, deliverables, and timelines for the internationalization objectives of the Institute's strategic projects (Redinter/DeepMax)

- Drafting and monitoring consortium agreements and grants from international calls

- Administrative and financial follow-up: expense control and monitoring of potential budget deviations in international projects

- Preparation of financial reports and collection of related documentation

- Preparation of documentation for audit processes

- Coordination with internal offices (finance, procurement, human resources) to ensure compliance with CSIC internal regulations

Requirements

- Bachelor's degree (or equivalent diploma)

- Proficiency in English, Catalan, and Spanish (both spoken and written)

- Demonstrable experience in managing research projects and grants from international research funding programs

Additional Valued Criteria

- Experience in research management within public organizations of the Spanish scientific system

- Master's degree (or equivalent), preferably in biology or related disciplines*

- PhD and/or research experience in biology or related fields

- High motivation, teamwork skills, attention to detail, and user-oriented approach

- Strong command of ICT tools, including office software and digital communication platforms

- Registration in the [CSIC Job Bank "Borsa de Treball del CSIC"](#)

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 working hours and partial remote work options

- 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_GESTINT2"**, 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**. The offered salary corresponds to **group M2** (Bachelor's or equivalent degree).