



International Post-award Research Manager

Job description

The recently created **European Projects Office** aims to support proposal preparation and project management for researchers. The office seeks effective collaborations with top-tier research centers, and both local and international institutions within relevant areas. The office will be composed of specialists that will be involved in pre-award and post-award activities. They will report to the Strategic Projects Unit head and work closely with ICMAB researchers.

The successful candidate will join the European Projects Office and will be responsible for implementing several activities that can include:

- Get involved with ICMAB coordinated projects and participate in project management and coordination activities.
- Lead the implementation of project's monitoring and evaluation activities: Ensure the financial and technical reporting is well planned and executed.
- Post-award management of grant-funded projects for the best research outcomes and maximizing the impact.
- Management of the MSCA-COFUND doctoral programme DocFam+ coordinated by ICMAB:
 1. Support Fellows in the implementation of their projects and follow-up. Coordination of the training programme development: workshops, industry days, interdisciplinary trainings...
 2. Project Communication, in collaboration with ICMAB's Communication Department: Website, social media, events, follow-up of fellows' communication activities.
 3. Management of the project: Monitoring, deliverables, technical and financial reports, communication with the Project Officer of the European Commission

Requirements

- Proven experience as Research Manager (pre-award and/or post-award), mainly in an academic scientific environment.
- Experience and training in EU/International competitive projects management will be a plus.
- Advanced degree in Materials science related topics will be valuable (chemistry, physics, biomedicine, nanoscience...)
- Full command (advanced level) of English and Spanish, any other European languages desirable.
- Excellent writing, editing, and proofreading skills, with the ability to distill complex technical information.
- Strong interpersonal skills to build a fluid relationship with different types of collaborators and actors in the ecosystem. Collaborative teamwork skills.

What we offer

- Indefinite contract (with 6 months probationary period) with funding secured for 2 years.
- Full-time position
- Salary according to qualifications and experience following CSIC scales.



- Balance of work and personal life: Partial remote working, flexible timetable, 22 days of holidays plus 6/7 days for personal matters.
- ICMAB is one of the top research institutions in Spain (Severo Ochoa seal of excellence) with an excellent environment between workers.
- ICMAB is located in the UAB Campus, with: cycle lanes to nearby towns and cycle parking, public transportation to Barcelona and nearby cities and car parking spots; green areas (also ICMAB has a nice terrace); broad offer of cafeterias and canteens; Gym installations with discounts for UAB campus people, etc. (<https://www.uab.cat/web/life-on-campus/services-1345666366658.html>)
- Career development: great offer of training opportunities and individual plan + follow-up with supervisor.
- Incorporation: Mid 2025

How to apply

Interested candidates should send an email to the head of Strategic Projects Unit, Laura Cabana (lcabana@icmab.es) with:

- Detailed CV, including a list of references with contact details
- Cover letter (max300-400words) with: self-introduction, experience related to the job offer details, your goals in this position.

E-mail subject: **International Post-award Research Manager – ‘your name’**

Closing date: **30 April 2025** or until a successful candidate is found

Further information/doubts: Laura Cabana (lcabana@icmab.es)

As part of our values, we are committed to supporting inclusion and diversity. We actively celebrate colleagues' different abilities, sexual orientation, ethnicity, faith, and gender. Everyone is welcome and supported in their development at all stages in their journey with us.

About ICMAB

The Institute of Materials Science of Barcelona (ICMAB-CSIC) is a multidisciplinary research centre focused on cutting-edge research in **functional advanced materials** in the fields of **ENERGY, ELECTRONICS, NANOMEDICINE** and application fields yet to imagine.

The ICMAB became a **Severo Ochoa Centre of Excellence** in 2016, as one of the top research centres in Spain in Materials Science, and renewed the seal of excellence in 2023. One of the general objectives of the Institute is to improve the participation of the researchers in European Projects. Hence, the new European Projects Office will work with ICMAB researchers in order to enhance their participation in those projects.

The diversity of our people and the interdisciplinary research fields related to Materials Science ensures an enriching and inspiring working environment. If you are an enthusiastic and highly motivated person and would like to work in a multidisciplinary and multicultural environment, join us!