

Project Manager Officer

Job Summary

A project manager officer position is available to strengthen the team of the Project Management Office. The appointed person will be responsible in collaboration with the Centre's project manager for the successful management and implementation of ongoing projects at CIC biomaGUNE and in particular, will be in charge of the management of the European project e-Prot.

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The European project **e-Prot**, coordinated by Aitziber L. Cortajarena (CIC biomaGUNE) and funded by the European Commission inside the [FET Open program](#) (Future Emerging Technologies) 2020 aims at the development of a technological platform for bioelectronic systems based on the conductive capacities of proteins as a sustainable alternative for traditional electronic technologies. The role of CIC biomaGUNE in the project will be focused on the design and production of the protein molecules with optimal conductivity properties and stability as well as the coordination of the consortium composed of 7 European organizations.

The post holder will work closely with the R & D & I Management Unit of CIC biomaGUNE (research grants and technology transfer units), human resources, financial management, and direction units.

The successful candidate will handle the following responsibilities:

Project management:

- Responsible for ongoing project monitoring as well as strategic planning ensuring that reports, deliverables, and milestones are completed in a timely fashion and at high quality
- Report preparation and tracking of scientific production: The management of external grants requires processing a wide range of documents and financial information, involving the elaboration - and collection - of data and qualitative information across different departments in order to fulfil the applicable requirements.
- Coordination of networking activities between the different partners.
- Liaising with the financial and administration units of the CIC biomaGUNE and with the administration of the partner organizations to ensure correct financial reporting and updated tracking of the project resources.
- Overseeing science-related aspects such as Open Science, ethics and innovation.
- Organizing project events, meetings, workshops, and other activities.
- Acting as an advisor to partners on scientific, administrative, and horizontal issues, including ethical, legal, and social aspects.
- Managing the content of the project websites, social media and ensuring dissemination of project results to the scientific community, relevant stakeholders and the general public.
- Providing professional guidance and support in preparing applications for fellowships and research projects to competitive calls of relevant funders.

Education Level:

- A Bachelor, Master or Doctoral degree in Chemistry, Physics, Biochemistry or Materials Science.

Skills:

- At least 2 years' experience in research project management in national and international consortia and networks, in particular experience in EU projects under European Framework Programme is desirable.
- Experience in the scientific field will be appreciated.
- Excellent written and oral communication skills in English and Spanish.
- Demonstrated teamwork abilities and strong organization skills.

Duration:

Full Time Permanent position subject to a 6 months probationary period.

Envisaged Job Starting Date: October 2022

Application Deadline: 2022-09-30

Project Funding:

- e-Prot - 964593 - (European Commission - H2020)
- N/A - N/A - (CIC biomaGUNE)

How to apply: [Check the full details at webpage](#)

Equal opportunities Policy: CIC biomaGUNE is proud to be an equal opportunity employer and applicants will receive consideration for employment without regard to: age, color, disability, gender, national origin, race, religion, sexual orientation, gender identity, or any other classification protected by European, national, or local law.

Open Transparent and Merit Based Recruitment Policy:

[You can check here CIC biomaGUNE OTM-R Policy](#)

About CIC biomaGUNE

CIC biomaGUNE, located in the Science and Technology Park of Gipuzkoa (Donostia-San Sebastián), is a leading research center in the area of bionanomaterials, molecular imaging and regenerative medicine and counts with more than 160 people from 24 countries. The activity of CIC biomaGUNE is conducted by a team of 11 international and dynamic research groups, supported by flexible and efficient management teams and a unique research infrastructure including the Molecular Imaging Facility, one of the biggest preclinical imaging research infrastructures in Europe.

CIC biomaGUNE maintains a vibrant weekly scientific seminar program by visiting leading scientists. Additional training in soft skills and technologies covered by the CIC biomaGUNE technical platforms is offered to researchers within the in-house training program.

CIC biomaGUNE is committed to developing an HR Strategy for Researchers, designed to bring the practices and procedures in line with the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (Charter and Code).

Please check out the Human Resources Strategy for Researchers - [HRS4R at CIC biomaGUNE](#).