
Research Project Manager Position

General description

In January 2023, we will start **two** 4-year EU Pathfinder projects, both coordinated from the [Material Science Institute in Madrid](#). We are looking for a research project manager to support us on projects management.

The Research Project Manager is (ideally) expected to have an engineering or scientific background, previous experience in (European) projects management will be considered as a plus, and will take care of the essential management elements of the project such as budget, personnel recruiting, reporting, meeting organization and project documentation. Proficiency in English is a must as it will be the daily working language.

Main Tasks and Responsibilities

- Manage and track budgets and resources to assure we are in compliance with project guidelines
- Coordinate the evaluation and reporting tasks among the consortium
- Support the elaboration/update of the data management plan
- Coordinate project documentation
- Schedule, coordinate, and conduct recruiting procedures in compliance with the institution guidelines
- Coordinate projects communication/dissemination activities with ICMM and CSIC communication departments
- Organize and support meetings, phone conferences, minutes and presentations and workshops for the consortium
- Serve as liaison with internal departments, central CSIC governance, consortium partners and external entities
- Support intellectual property protection strategies, including patenting
- During the 3rd-4th year, explore further EU funding possibilities and assist with preparation and submission of research grants

Summary of conditions

- Full time work (37,5h/week)
- Contract Length: 4 years
- Salary (negotiable) will depend on qualifications and demonstrated experience
- Health insurance and social security covered
- Estimated incorporation date: **January 2023**

Contact

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The Institute - ICMM

The [Material Science Institute of Madrid](#) (ICMM) is a research centre of the [Spanish National Research Council](#) (CSIC) located in the [University Campus of Excellence](#) in the north of Madrid, Spain. Our mission is to generate new fundamental and applied knowledge on materials and processes with added value, and transfer this knowledge to the productive sectors at the local, national and European scales. The ICMM aims to provide an environment of excellence with an interdisciplinary and transversal view on material science and applications with research lines devoted to a Sustainable World (energy and green processes), Health (therapy, diagnosis and nanomedicine) and Information and Communication Technologies (advanced photonic, electronic and quantum technologies).



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Equal opportunities and diversity

ICMM - CSIC is an equal opportunity employer. We are particularly committed to diversity and inclusion. People with different backgrounds and minorities are encouraged to apply to this position.
