

The Center for Brain and Cognition at Universitat Pompeu Fabra, integrating researchers from different disciplines with the unified vision to foster the understanding of human cognition, seeks

a **Project Manager** (temporary position)

Minimum requirements:

- University degree with proficient knowledge of English.
- Experience with R&D management (2 years minimum experience expected) and knowledge of the funding sources for research at European, national and regional level.
- Strong IT skills.

Desired capacity to demonstrate:

- A proven ability to prioritise a varied workload and to work under pressure and meet tight deadlines.
- High level of accuracy and attention to detail.
- Proactive, flexible and problem-solving attitude.
- Team player and ability to work independently.
- Experience in budget elaboration and control in research projects.
- Excellent communication and inter-personal skills, including written communication.

And will include the following responsibilities:

- Contribute to consolidate the activities of the CBC, improving the management systems.
- Work closely with internal (UPF Research Services, Secretary of the Department) and external stakeholders (project partners, clients, public administration, etc).

Main tasks:

- Management of ongoing projects, including ERC grants (Starting and Advanced Grants), H2020 projects (partners), Plan Estatal, AGAUR, La Marató TV3 (budget control, periodical justifications, eligibility check, personal contracts), driving all legal and financial aspects to completion (ethical issue, open access, etc);
- Research promotion: In close cooperation with the support offered by UPF, identification and promotion of new funding opportunities; support to researchers in the preparation of new proposals (ERC, H2020, Plan Estatal, AGAUR)

About the position:

- This position is temporary: 6 months, cover for maternity leave (with the possibility to extend after that period).
- Full-time dedication.
- Salary according to experience of the candidate: gross annual salary ranging from 27.000–30 000 Euros.
- Starting date: November 2016.

Selection process: CVs will be evaluated following the criteria above. A reduced set of candidates will be contacted for personal interviews in English.

If you are interested in this position, please send your CV together with a motivation letter to florencia.nava@upf.edu with the reference CBC Project Manager before October, 2nd.