



CREAF



SEVERO
OCHOA
EXCELLENCE



HR EXCELLENCE IN RESEARCH

INTERNATIONAL PROJECTS OFFICER FOR THE SEVERO OCHOA PROGRAM (ref.21-043-94014)

CREAF is seeking an international projects officer, to work on the SEVERO OCHOA program (2018 SEVERO OCHOA Excellence Centers, ref. CEX2018-000828-S, from the *Agencia Estatal de Investigación*).

The contract will be full-time and will begin in December 2021, with an envisaged duration until 14/12/2023 with the possibility of an extension. The salary range offered is between 28.207,63€ and 30.102,33€ gross per year.

We provide a highly stimulating environment and a career service support to enhance your professional development.

We **promote a diverse and inclusive environment** and welcomes applicants regardless of age, functional diversity, gender, nationality, ethnicity, religion, sexual orientation or gender identity. You can check our Gender Equality Plan on our website.

CREAF is **committed to reconcile a work and family life** of its employees and we offer extended vacation period and the possibility to benefit from flexible working hours.

ABOUT THE TEAM

International Projects Office is focused on pre-award phase. It offers a bespoke service responding to researchers needs and guarantees an agile flow of information on funding opportunities for new ideas. Its main activities are networking, fundraising (EU/international call for projects and tenders), contributing to work programs elaboration and provide proposal preparation assistance to researchers from partner search to proposal writing and submission. The office seeks effective collaborations with networks of excellence, top research centers, local and international institutions in the areas of interest, in particular the Mediterranean region.

TASKS

The candidate will be integrated in the International Projects Office and team-up with the Communication Department, Projects Office, Impact and Talent officers. The candidate will focus on the following pre-award activities:

- Identify opportunities in mainly European funding programs for Research and Innovation.
- Promote internally the participation to Horizon Europe and other EU programs, identify the needs of the CREAF research community and offer personalized support throughout the proposal preparation.
- Management of the Marie Skłodowska Curie Actions Support Program.
- Preparation of documentation to respond to public tenders, mainly from European institutions.
- In collaboration with the Communication Department: (i) Provide content to the CREAF Intranet, (ii) Support the development of content on the internationalization of the website and the CREAF Newsletter.



REQUIREMENTS

- Degree on biology, environmental sciences or similar, political sciences.
- Advanced level of oral and written English (degree or demonstrable).
- Experience in EU funding programs (demonstrable).
- Advanced domain of the Office package (WORD, EXCEL, POWERPOINT).
- Willingness to speak in public and travel occasionally.

ASSESSABLE CONDITIONS

- Skills in the EU Framework, LIFE+ and INTERREG programs.
- Experience in European projects post-award phase.
- Skills in international relations.
- Knowledge on Ecology, Biodiversity, Climate Change, Forests, etc.
- Fluent in French language (oral communication and writing skills).

SELECTION PROCES AND CRITERIA

1. Admission of candidatures: **Applicants must send attach by an email to laboral@creaf.uab.cat before 22th November**, indicating the reference code of the offer **the following documents:**
 - **A curriculum vitae,**
 - **a cover letter (maximum 500 words)**
 - **the questionnaire attached to the offer (filled)**

Applications referred to another portal, other than CREAF job openings section and the instructions included in this, will not be accepted.

2. Pre-selection: The pre-selection process will be based on qualifications and expertise reflected on the candidate's CVs. It will be merit-based.
3. Interview: Preselected candidates will be interviewed by a selection committee that will made public on the job board offer and have relevant experience, qualifications and competencies to assess the candidates. A minimum gender balance will be set within the selection committee. Candidates that were admitted to this phase will be informed about the strengths and weaknesses of their application.
4. Selection: Once the successful candidate is identified the People Management department will send a job offer, specifying the start day, salary, working conditions, among other important details.
5. Redress procedure: Within ten calendar days from the date the results notifications are sent, candidates may submit a redress by sending an e-mail to laboral@creaf.uab.cat, which must include an explanatory text together with the documents that the candidate deems appropriate.