



## Research Project Management Technician

Integration within an expanding research center and a motivating work environment.

### **Tasks and responsibilities:**

- Research of autonomic and national sources of funding. Follow-up of the calls. Information and advice to the researchers.
- Support to the research staff in the elaboration of their RTD proposals and their follow-up.
- Management and follow-up of the RTD projects: follow-up of the budget and elaboration of the financial justifications of the projects.
- In general, all those tasks that will facilitate the researchers and the center the development of Research projects, especially within the national area.

### **Requirements:**

- University Degree preferably with focus on Finance or Law and computer skills at user level.

### **It will be valued especially:**

- Experience in the fields of Finance or Law within Research management positions.
- Specific Knowledge of the National Research Programs and experience in the management of Research projects.
- Fluid domain of the English (written and spoken) and Level C of Catalan.
- Pro-activity, responsibility and capacity of resolution, ability to plan and progress work, ability of team work.
- Excellent organisational and multi-tasking skills as well as ability to set priorities and to work to tight deadlines.
- Strong interpersonal skills and ability to communicate clearly and concisely.

### **Salary**

According to the profile of the candidate, the salary will be around 21.000 – 24.000 € and the working hours 37,5 a week.

**If you are interested in this position please send a letter of motivation together with your CV to [icn@uab.es](mailto:icn@uab.es) until February 29<sup>th</sup>, 2008.**