

ICN2 is a renowned research centre. Its research lines focus on the newly discovered physical and chemical properties that arise from the fascinating behaviour of matter at the nanoscale.

The Institute promotes collaboration among scientists from diverse backgrounds (physics, chemistry, biology, and engineering) to develop basic and applied research, always seeking interactions with local and global industry.

ICN2 also trains researchers in nanotechnology, develops numerous activities to facilitate the uptake of nanotechnology by industry, and promotes networking among scientists, engineers, technicians, business people, society, and policy makers.

ICN2 was accredited in 2014 as a Severo Ochoa Centre of Excellence: The Severo Ochoa Program, sponsored by the Spanish Ministry of Economy and Competitiveness, aims to identify and support Spanish research centres that are among the world's best in their specialty. This award is the highest recognition of centres of excellence in Spain, and it is granted after international scientific committees carry out a rigorous evaluation of project proposals submitted by Spanish research centres.

Job Title: Competitive Funding Officer (2 vacancies)

Department: Competitive Funding Department

Description:

The Competitive Funding Department is devoted to support the researchers in managing competitive funds for research in compliance with the terms, conditions and requirements of the funding agencies throughout all the life of each funded project and in an individual way. This includes to provide comprehensive support in the preparation and submission of proposals and in grant acceptance, to fulfil administrative and reporting requirements of the funding agencies for active grants and to manage their budgets.

The mission of the open positions is the management of public & competitive grants and fellowships under the supervision of the Head of the Department

Main Tasks and Responsibilities:

- Administrative support to the Principal Investigator during the submission of new grants & fellowships proposals.
- Follow up of grants & fellowships calls and resolutions published at the official webpages and official communications.
- Follow up of new grants acceptance steps.
- Financial control (eligibility and availability) of expenses (personnel, consumables, equipment and other direct costs) charged to each project/grant and all administrative follow-up of the project (changes in the duration, changes in budgets, etc.).

- Control and elaboration of financial reporting and control and revision of scientific reporting. Archive of supporting documents related to the grants.
- Meet the requirements of internal or external audits.

Education, Experience, Knowledge and Competences required:

- **Education:**
 - Degree in Science or Science Engineering (Chemistry, Physics or similar) or Degree in Finance (or similar).
- **Experience:**
 - Expected 2 years of experience in similar position in the research environment.
- **Knowledge:**
 - This position requires a person with high expertise in European and National competitive funding, especially in their management and reporting processes.
 - Bilingual Catalan and Spanish. Advanced level in English.
 - Advanced level in Microsoft Excel.
- **Competences**
 - High multi-task capacity.
 - Team working.
 - Attention to detail.
 - Capacity to work under deadlines.

Summary of Conditions:

- Contract Length: Temporary contract with possibility to be permanent.
- Salary will depend on qualifications and demonstrated experience.
- Estimated Incorporation date: February 2017.

How to apply:

All applications must be through <http://jobs.icn2.cat/job-openings/97/competitive-funding-officer-2-vacancies> and include:

1. A cover letter.
2. A full CV including contact details.
3. 2 Reference letters or referee contacts.

Deadline for applications: January 15th 2017

Equal opportunities:

ICN2 is an equal opportunity employer committed to diversity and inclusion of people with disabilities.