

(Ref. 16/2016) Head of the Projects and Grants Office

The **Center for Research in Agricultural Genomics (CRAG) CSIC-IRTA-UAB-UB** is recruiting a highly qualified and motivated individual for the position of **Head of the Projects and Grants Office**. The successful candidate will manage and be responsible for this area of administration, and work on a wide variety of projects.

Research at CRAG encompasses basic science in plant development, physiology, metabolism and genetics; bioinformatics and genomics of plants and farm animals; and applied projects developed together with Agbio, Biotech, and Breeding companies (<http://biannualreport2012-2013.cragenomica.es/>). CRAG received in 2015 the "Severo Ochoa Center of Excellence" Award, and the "Human Resources Excellence in Research" accreditation. The Center is located at the campus of the Universidad Aut3noma de Barcelona (UAB), and currently hosts 200 members from across the world.

Responsibilities:

As Head of the Projects and Grants Office of CRAG, responsibilities of the successful candidate will include:

- Lead and manage the Projects and Grants administrative area, with a team of two additional project managers. As team leader, the successful candidate should be responsible for, and participate in, all of the Office's activities and functions, as well as responsible for managing the Office's personnel.
- Planning and assisting in the search for external funding sources. Identification and communication to CRAG researchers of the different calls and opportunities for funding research projects and the recruitment of research personnel.
- Manage European, International, National and Regional proposals (*e.g.*, ERC, H2020, "Severo Ochoa", Plan Nacional, etc.). Steering and coordination of proposals and amendments among participating Institutions, national, regional and international.
- Provide advice to researchers in the preparation of proposals.
- Negotiation and preparation of Grant Agreements, Consortium Agreements, contracts and supervising the process of agreement signing.
- Preparation of project budgets, and monitoring of the proper execution and closure.
- Preparation and submission of project reports and financial justifications, as required by the corresponding project calls.
- Preparation and response to project financial audits

As the person responsible for the projects and grants administrative area, act as contact person with funding bodies in matters relating to the management of projects.

Requirements:

- B.S. Degree in Biology, Genetics, Biotechnology, Biochemistry or similar discipline. MS or PhD degree will be positively evaluated.
- Specific training in project management (European, International, and National projects).
- Excellent English (native or equivalent) and Spanish/Catalan (written and oral).
- In-depth knowledge on the European Commission H2020 Programme, as well of the former 7th Framework Programme. Knowledge of the policies and regulations of regional, national, European and international R & D.

Experience:

- A minimum of five years' experience in management and preparation of proposals for R&D in a similar position (research management in a scientific or research organization), with progressively increasing responsibilities.
- Demonstrated capacity to lead and manage a team of coworkers.

Abilities:

We seek a person with leadership ability, initiative, empathy, and a "can do" attitude toward resolving unforeseen challenges; excellent organizational skills, responsible, methodical, with a willingness to learn, and ability to work both independently and as leader and part of a team; self-confident and able to propose and manage new as well as support existing initiatives; strong interpersonal skills and the ability to work within an international context.

We offer:

A full time position for an initial period of one year, with the possibility to become permanent. Salary depending on the candidate's experience and qualifications.

Submission of applications:

Interested applicants should submit the following documents, as a single pdf file (all the documents are mandatory):

- Presentation letter describing past and current positions, motivation, and economic aspirations (2 pages max.)
- Full CV detailing experience and education.
- Three references (including email address and phone number)

Please submit all the application materials through CRAG website: <http://www.cragenomica.es/jobs>

Deadline: Applications will be accepted until the position is filled. Review of applications will begin on April 18, 2016.