IMIBIC INSTITUTO MAIMÓNIDES DE INVESTIGACIÓN BIOMÉDICA DE CÓRDOBA

HR EXCELLENCE IN RESEARCH

CALL FOR APPLICATIONS

Job title

International projects officer (Pre-award)

Job characteristics

Internal reference: 080/2026

Job summary: We are seeking a qualified professional to provide the pre-award services (promotion, dissemination and advice) of the International Projects Office (OPI) of the Maimonides Biomedical Research Institute of Córdoba (IMIBIC) for competitive international calls, both public and private, with a special focus on the EU Framework Programme for Research and Innovation (Horizon Europe). The successful candidate will join the team of the IMIBIC-PILOT project, "Strengthening the IMIBIC International Projects Office for Horizon Europe Leadership and Talent Attraction in Biomedical Research", and the International Talent Attraction Unit (UCTI).

Expected level under the European Competence Framework for Research Managers (RM Comp): consolidated First Stage Research Manager (RM1) or Recognised Research Manager (RM2) profile, with:

- intermediate proficiency (independent performance) in pre-award specialised knowledge and in written and oral communication in Spanish and English;
- intermediate proficiency in academic community relations and in prioritisation and time management;
- at least foundational proficiency in the remaining competence areas of the framework.

Professional development opportunities: the profile of this position has been defined in line with the European Competence Framework for Research Managers (RM Comp), published by the European Commission in January 2025. The successful candidate will have an individual professional development plan based on RM Comp, with a competence self-assessment at the start (January 2027) and at the end of the project (December 2028). The aim is to reach advanced proficiency in pre-award specialised knowledge and to consolidate an RM2 profile.

The plan includes:

- specialised training in the promotion and management of European projects (University Expert course in European Programmes or equivalent postgraduate training);
- courses on collaborative proposal preparation and on Horizon Europe project management and reporting;

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- training on cross-cutting issues, including the use of artificial intelligence in research management;
- participation in working groups and conferences of the European Association of Research Managers and Administrators (EARMA).

Supervisor: D./Dª. José Carlos Prieto Baena, International Affairs and Planning Coordinator.

Department / Group: International Projects Office (OPI).

Workplace: IMIBIC, Av. Menéndez Pidal s/n, 14004 Córdoba, Spain.

Number of positions available: 1

Professional category: Technician.

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- Job offer funded via grant no. **GPE2026-001809-P**, awarded under the call approved by the "Resolución de 17 de febrero de 2026 de la Presidencia de la Agencia Estatal de Investigación, por la que se aprueba la convocatoria del año 2026 del procedimiento de concesión de ayudas para la preparación y gestión de proyectos europeos y facilitar la atracción de talento internacional, en el marco del Plan Estatal de Investigación Científica, Técnica y de Innovación 2024-2027".

- The grant is funded by Ministerio de Ciencia, Innovación y Universidades - Agencia Estatal de Investigación - MICIU/AEI/10.13039/501100011033.



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Contract funded by EU funds: No.

Working conditions:

Salary	2.496,35 euros gross/month (including pro-rata extra payments)
Type of contract	Scientific and tecnical activities contract (art. 23 bis of Law 14/2011 of 1 June on Science, Technology and Innovation).
Duration	Indefinite-term contract, linked to the duration of the funding indicated (currently expected until 31 December 2028).
Probation period	6 months
Working hours	100% (35 hours/week)
Expected start date	01/01/2027

Duties

Specific duties within the IMIBIC-PILOT project:



- Identify and disseminate international funding opportunities: early analysis of work programmes, individual strategic planning with research groups, and preparation of a participation guide and collaboration profiles.
- Support the preparation and leadership of European proposals: networking with strategic partners and companies, support in proposal design and writing, and coordination of external specialised consultancy services.
- Organise and deliver training for research and management staff: information sessions on specific calls, introductory sessions on Horizon Europe, individual tutoring, and management of external training (ERC, MSCA, proposal coordination, cross-cutting issues).
- Support the internationalisation of researchers' activities: acting as European Commission evaluators, taking part in international networks, contributing to the strategic analysis of the new Framework Programme 2028-2034.
- Take part in EARMA activities and complete the specialised training foreseen in the project.
- As a member of the UCTI:
  - identify international talent attraction opportunities;
  - contribute to the international talent attraction strategy and procedures (HRS4R, OTM-R, EURAXESS);
  - organise MSCA campaigns and the international talent attraction event;
  - prepare an MSCA-COFUND proposal.

General duties within the pre-award service portfolio:

- Administrative management of proposals: Funding & Tenders Portal and private funders' portals, documentation, institutional approval and submission.
- Planning of the drafting process and consortium management in collaborative proposals; partner search; review of budgets and of specific call and topic requirements.
- Liaison with funding bodies and National Contact Points.
- Coordination with IMIBIC units involved (Innovation, Finance, Legal, Communication, Clinical Research).

Candidate profile

- Degree: Bachelor's degree (Grado/Licenciatura) and official Master's degree or PhD.

- Training and experience: pre-award experience is the priority merit. Direct experience in writing competitive proposals, specific training in European project management and research experience in biomedicine or health sciences will also be considered.

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Requirements

Minimum requirements:

1. Bachelor's degree (Grado/Licenciatura; MECES level 2 or 3, or equivalent).
2. Official Master's degree or PhD.
3. At least 12 months of demonstrable professional experience in R&D&I management or in research in biomedicine or health sciences.
4. Accredited English level B2 or higher.

Together with the CV (PDF format), applicants must send documents proving that they meet the minimum requirements and the merits to be assessed. Foreign degrees must be accompanied by a document certifying their recognition, validation or homologation in Spain.

The subject line of the e-mail must include the reference of the call and the applicant's NIF/NIE/passport number. Applications without this information will not be assessed. Failure to meet these requirements will exclude the application from the selection process.

Merits to be assessed (maximum 7 points):

1. **Experience in pre-award promotion and support activities for competitive international programmes** (maximum 2 points): 0.5 points per 6 months.

   Pre-award activities include identifying and disseminating funding opportunities, advising researchers, analysing call requirements and reviewing budgets, partner search, administrative management of applications (Funding & Tenders Portal or other funders' portals) and organising information sessions.

2. **Direct experience in writing competitive proposals** (maximum 1.5 points), as a research manager or as a researcher. Direct writing means authorship or co-authorship of the full proposal or of technical sections (Excellence, Impact, Implementation or equivalent), not only administrative review.
   a. International programmes (Horizon Europe, including ERC and MSCA, partnerships, COST, other European programmes or international foundations): 0.3 points per submitted proposal, plus 0.2 points if funded.
   b. National or regional programmes, including applications for postdoctoral contracts with an own research project: 0.15 points per submitted proposal, plus 0.1 points if funded.

3. **Other relevant professional experience** (maximum 1.25 points in total):
   a. Pre- or postdoctoral research in biomedicine or health sciences: 0.25 points per 6 months, up to 1.25 points.

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b. R&D&I management in other areas (post-award, national projects, knowledge transfer or human resources for research): 0.25 points per 6 months, up to 0.5 points.

4. **Training** (maximum 1.25 points):
   a. PhD: 1 point in biomedicine or health sciences; 0.5 points in other fields.
   b. Specific training in European project or R&D&I management (maximum 0.75 points): university expert, specialist or master's degree of 15 ECTS or more, 0.75 points; courses of 20 hours or more, 0.25 points each.

5. **Languages** (maximum 0.5 points): English C1 or higher, accredited by certificate or by a stay abroad of at least one academic year, 0.5 points; another official EU language at B2 level or higher, 0.25 points.

6. **Other merits** (maximum 0.5 points), 0.25 points each: professional or research stays abroad of at least 3 months; organising or delivering events, seminars or training activities; accredited use of the Funding & Tenders Portal or of R&D&I management software (FUNDANET or similar).

Counting rules:

- **Periods shorter than 6 months are counted pro rata by full months.**
- **The same period of experience cannot be counted under more than one heading (1, 3.a or 3.b).**
- **Experience is accredited by an employment contract or a certificate of duties.**
- **Proposals under heading 2 are accredited with proof of submission and a statement of the applicant's own contribution signed by the principal investigator, the coordinator or the head of the research office. Funding is accredited with the award decision or notification.**
- **Applicants must state in months the experience under each heading in their CV, and list their proposals with call, year, role and outcome. Merits that are not stated clearly and specifically will not be assessed.**

Selection process

At least the three best-ranked candidates will be invited to a personal interview, scored up to 3 points. Only candidates who obtain at least 50% of the merit points (3.5 points) will be eligible for the interview.

The interview will last 30 minutes and requires no prior preparation. Through situational questions and questions on previous experience, it will assess competences from the RM Comp areas relevant to the position: pre-award specialised knowledge, cognitive abilities and personal attributes, communication (including a part in English) and talent attraction.

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Interviews may be held in person or by videoconference to facilitate the participation of candidates living abroad. In videoconference interviews, the camera must remain on throughout and no supporting material may be consulted.

Maximum total score: 10 points (7 for merits + 3 for the interview).

The Selection and Evaluation Committee will be composed of [OPI Coordinator, HR representative and Scientific Directorate representative], seeking a gender-balanced composition.

If the selected candidate declines the contract, the Committee may appoint the next best-ranked candidate on the published list.

The resolution will be published on the IMIBIC website. Candidates may request feedback on their assessment.

Submission of applications

Documents: CV and scanned documents proving the minimum requirements and the merits to be assessed. The CV must state the length of experience in months under each heading and list the proposals written, and/or include the supporting documents for the merits.

How to apply*:* by e-mail to convocatorias.personal@fibico.org, stating in the subject line the reference of the call and the NIF/NIE/passport number.

Deadline:

	Day	Month	Year	Time
Opening	13	11	2026	00.00 h (CET)
Closing	8	12	2026	23.59 h (CET)

COMPATIBILITY CLAUSE

The selected candidate declares that, should they engage in a second professional activity, prior and express authorization of compatibility will be required. Such authorization shall not entail any modification to the working hours or schedule of either position and shall be subject to strict compliance with the obligations of both roles.

The following link provides information on how to apply for and process a compatibility authorization if a second or third activity is carried out in addition to the employment covered by this contract (whether in the public or private sector):

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https://juntadeandalucia.es/organismos/inteligenciaartificialdesarrollodigitalyadministracionpublica/areas/administracion-publica/profesionales-publicos/paginas/guia-incompatibilidades.html

SELECTION POLICY

IMIBIC's selection policy is open, transparent and merit-based. It seeks to recruit the most suitable person for the position and guarantees equal opportunities and access for all.

IMIBIC has endorsed the European Commission's Human Resources Strategy for Researchers (HRS4R), based on the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, and holds the "HR Excellence in Research" award. Open, Transparent and Merit-based Recruitment (OTM-R) is one of the pillars of this strategy.

FIBICO has an Equality Plan and holds the Gender Equality Distinction in R&D&I. Applications from women and from people of under-represented groups are particularly encouraged.

DATA PROTECTION

In accordance with current data protection legislation (GDPR 2016/679 and Spanish Organic Law 3/2018), the data controller is the Fundación para la Investigación Biomédica de Córdoba (FIBICO), tax ID G14825277.

FIBICO processes the information provided in order to assess CVs for current and future vacancies in the organisation. On the basis of legitimate interest, the data may be kept for the management of the call and the related administrative responsibilities. Publication of the selection process may be extended for 6 months to ensure that interested parties can know about it and access it.

Under Spanish Law 19/2013 on transparency and Andalusian Law 1/2014 on public transparency, identification data and the data needed to rate and score applicants may be published at the entity's premises and on its website.

Applicants may exercise their rights of access, rectification, erasure, objection, etc. by writing to: Avenida Menéndez Pidal s/n (IMIBIC Building), 14004 Córdoba; info@imibic.org; tel. +34 957 21 37 00. Data Protection Officer: dpd@imibic.org. Data will not be disclosed to third parties unless legally required. Applicants may lodge a complaint with the Spanish Data Protection Agency (www.aepd.es).

PRIETO BAENA JOSE CARLOS - 44355256D

Fecha: 2026.11.13 09:24:13 +01'00'

Córdoba, 13 November 2026

Approved by the Responsible Person

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