

PUBLIC EMPLOYMENT OFFER

Job Title Offered

International projects manager – Post-award

Job Description

Internal reference: 067/2025

Job Summary: IMIBIC is looking for a qualified professional to carry out technical activities, his/her main responsibilities will be the tasks related to post-award management of international and European projects. Specifically, the successful candidate will be responsible for the technical and administrative management of the COST Action CA24140 “ONWARD - One Health zoonotic Hepevirus Network”, coordinated by FIBICO. His/her responsibilities will also include the management of other European and international projects funded by H2020, Horizon Europe, EU4Health and European Partnerships, among other. We seek an individual with outstanding interpersonal, communication, relationship-building, and influencing abilities, capable of engaging confidently with a diverse range of internal and external stakeholders. The ideal candidate will also possess strong organisational and multitasking skills, a methodical work style, and the ability to effectively prioritise tasks to meet tight deadlines.

Professional development opportunities: The selected candidate will receive training in relation to his/her job functions.

Investigator / Manager: Ms. Miriam Cruzado Caballero, Mr. Antonio Rivero Juárez.

Department / Group: Research Management Area.

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

Number of vacancies: 1

Professional group: Technician.

Project:

- ONWARD: One Health zoonotic Hepevirus Network - This project is funded by the EU Programme Horizon Europe, COST Action CA24140.



**Funded by
the European Union**

Contract funded by European funds: Yes

Working conditions:

Salary	€ 1.900-2.250 gross/month depending on the candidate experience and training (includes proportional extra payments) + 7% variable pay linked to objectives.
Contract type	Scientific-technical activities contract (Art. 23 bis of Law 14/2011, of June 1st, on Science, Technology, and Innovation)
Duration	Indefinite, linked to the duration of the project or funding specified in this call, with a possibility to progress to ordinary indefinite contract
Probationary period	6 months
Working hours	100% (40 hours/week)
Foreseen start date	October 2025

Duties

You will be responsible for managing one or more projects independently, and for playing a key role in the successful execution of larger institutional initiatives by providing expert-level project management support.

Specific tasks related to the position: Post-award services for European research projects

1) Execution: European projects management:

- a. **Managing contracts and day-to-day administrative tasks:** Grant Agreement and additional documents (HE); Consortium Agreements; managing amendments; project extensions and budget changes; Admin management on funders websites: F&T Portal (HE), e-COST, etc.
- b. **Supporting technical management and execution of the project:** Planning resources; Supporting PIs and follow-up of technical execution; Acting as point of contact for admin issues with funders, coordinators and partners; Attending Kick-off meetings and project assemblies as needed; Risk management and problem solving.
- c. **Managing project finances and documents:** Budget control and execution according to funders' rules (HE, COST, etc.): eligibility of costs, purchases, payments, income, etc.; managing time-control documents; publication of project-related job offers in EURAXESS; Managing project documentation and record keeping.
- d. **Financial reporting and support to technical reporting.**
- e. **Supporting audit procedures** both internal (CFS) and external.

2) Close-up: final reporting, dissemination and transfer of results:

- a. Supporting the **preparation of the project final report.**
- b. **Follow-up and control of technical execution and transversal issues:** KPIs and technical close-up; Completing deliverables; Managing IPR and

Open Science issues; Supporting exploitation and dissemination of results;
Budget execution and financial close-up.

- c. Preparation of **technical reviews**.
- d. Preparation of **ex-post audits**.
- e. Update and close-up projects on the **internal information management system** (Fundanet).
- f. **Analysis ex-post of participation** in EU projects: Exploring opportunities based on results; Lessons learnt and getting feedback about project management.

Other tasks related to EU and international projects services may include: participation in national and international events, attending thematic training and courses, tasks related to the network of managing foundations of the public health system (RFGI OPI-SSPA); any other tasks related to institutional objectives.

Candidate Profile

Qualifications:

- University degree.
- Accredited English level B2: official certification; or stays in non-Spanish speaking countries longer than 1 year; or sworn declaration. In the case of sworn declaration/self-assessment, the level of English could be subject to external testing. The personal interviews will be carried out totally or partially in English.
- Availability for national and international travel.

Profile Requirements

Minimum requirements:

- 1) University degree.
- 2) Accredited English level B2.
- 3) Availability for national and international travel.

It is mandatory to submit proof of meeting the minimum requirements and any merits subject to evaluation along with the CV (PDF format).

The email must include the internal reference in the subject line along with the NIF/NIE/Passport number. Applications missing this information will not be considered.

Failure to meet these requirements will exclude the candidate from the selection process.

Merits to be evaluated:

- 1) Work experience performing tasks related to the job position (see above) in one or more of the following settings. Up to **3 points**:
 - a. Experience as technical/administrative manager in COST Actions (as Grant Holder); or in projects funded by the Framework Programme of the EU (FP7, H2020, HE); or in research/academia-related projects funded by other EU programmes (EU4Health, Interreg, ERASMUS, etc.). 1 year of experience, or 1 point every 4 months of experience.
 - b. Experience as technical/administrative manager of collaborative projects of any nature (research or non-research), at international organisations, NGOs, etc. working in multinational/multicultural environments. 2 years of experience, or 1 point every 8 months of experience.
- 2) Post-graduate university training in promotion and management of EU projects. At least 10 ECTS certified. **1 point**.
- 3) Accredited level of English C1 or equivalent. **0.5 points**.
- 4) Experience in managing social networks and web content. 0.1 points every 6 months. Up to **0.5 points**.
- 5) Motivation letter (max 2 pages, Arial 11) including the following information (up to **2 points**):
 - a. Motivate the reasons for applying to this job. Include a declaration stating your availability for national/international work-related travel.
 - b. Detail your experience in relation to the specific tasks described, i.e. explain what were your duties and tasks. Do not quantify the duration of your experience in months; this should be included in the CV.
 - c. Explain how your skills match the job position and associated tasks.
 - d. Detail what you expect to learn from this job.
 - e. Explain your experience in research-related jobs/activities in any area of knowledge, but especially in the areas of health and biomedicine, if applicable.

Candidates must specify in months both the tasks and the length of professional experience. CVs that do not clearly specify the number of months of experience or relevant merits will not be considered. There is no specific template for the motivation letter, but all relevant points are expected to be included.

Selection process

At least the **top three candidates** will be selected for a personal interview to assess communication skills, work aptitude, and abilities, with a **maximum of 3 points**.

Only candidates who obtain at least 50% of the points for the evaluated merits will be eligible for the **interview phase**.

If the selected candidate declines the contract, the Selection and Evaluation Committee may offer the position to the next best-ranked candidate on the published score list.

Application Submission

Documents to be submitted:

Applications must include a **CV** and scanned **documentation proving compliance with minimum requirements and merits for evaluation**.

The CV **must** specify the **duration in months** of the relevant **experience** or **merits**.

Motivation letter covering the information requested in PDF format, maximum length of 2 pages (Arial 11).

Submission method:

By email to personal@imibic.org. The email must include the **call reference** and the **NIF/NIE/Passport number** in the **subject line**. Applications lacking this information will not be considered.

Deadline:

	Day	Month	Year	Hour
Start Date	22	July	2025	00.00 h
End Date	08	September	2025	23.59 h

SELECTION POLICY

IMIBIC's selection policy is open, transparent, and merit-based, ensuring the recruitment of the most suitable candidate for the advertised position while guaranteeing equal opportunities and access for all, thus making research careers more attractive. Adherence to these principles fosters international researcher mobility, knowledge exchange, and overall improvement in research quality.

The principal investigator responsible for this recruitment declares that the recruited person will not hold an employment relationship with the Andalusian Public Health System (SSPA) nor perform healthcare duties.

The Maimonides Institute for Biomedical Research of Córdoba (IMIBIC) adheres to the "Human Resources Strategy for Researchers" (HRS4R) of the European Commission, based on the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. The HRS4R strategy supports research institutions in implementing Human Resources policies that contribute to a transparent, attractive, and open labor market for researchers, enabling them to carry out their scientific work in a supportive and stimulating environment.

Open, Transparent and Merit-based Recruitment (OTM-R) is one of the pillars of the Charter for Researchers and specifically of the Code of Conduct for the Recruitment of Researchers. OTM-R aims to ensure that the best person is recruited for the job and provides benefits to both researchers and institutions. More specifically, OTM-R makes research careers more attractive, ensures equal opportunities for all candidates, and facilitates mobility. Overall, it helps increase the return on investment in research.

DATA PROTECTION

In accordance with current legislation on Personal Data Protection (GDPR 2016/679 and L.O.P.D.G.D.D. 3/2018), we inform you that the data controller is the Foundation for Biomedical Research of Córdoba (FIBICO), CIF G14825277. FIBICO processes the information provided to evaluate your CV for job openings in our organization and, based on legitimate interest, the provided data may be retained for managing the call and its administrative responsibilities. The publication period of the selection processes may extend up to 6 months to ensure access and visibility for interested parties.

Under the provisions of Law 19/2013, of December 9, on transparency, access to public information, and good governance, and Law 1/2014, of June 24, on Public Transparency of Andalusia, identifying and necessary data for scoring in job calls and/or contracts may be published on the entity's premises and corporate website. You may exercise your rights of access, rectification, cancellation, or objection by contacting the organization at: Avenida Menéndez Pidal S/N (IMIBIC Building) 14004. info@imibic.org; Phone: +34 957 21 37 00. Data Protection Officer: dpd@imibic.org. More information at www.imibic.org. Data will not be shared with third parties unless legally required. You may contact the Data Protection Officer at dpd@imibic.org and exercise your right to file a complaint with the Spanish Data Protection Agency www.aepd.es.

Córdoba, 22 July 2025

Approved by the Person in Charge