

Project Manager Job Description

Are you looking for a new university management challenge and do you want to work in Economics research? Then read about what our network "*Xarxa de Referència en Economia i Polítiques Públiques (XREPP)*" can offer you. For the consolidation and development of the XREPP network, we are looking for:

Project Manager

As a Project Manager you are responsible for the identification and diffusion of the socioeconomic value added of the joint research of the six research groups composing the XREPP network.

Other duties:

- To guarantee that the network continues and extends its activities in line with the objectives defined in the Catalan public R&D&I system.
- Holding the academic and quality standards of the research maximizing the transfer research knowledge. This will entail organizing academic and knowledge diffusion events and fostering collaboration with society and public administrations by means of research contracts.
- Seeking information on funding sources and collaborating with researchers in the study of the different calls, participating in those considered suitable, indicating strategies and giving detailed advice, support and assistance in the application process related to projects in both public and private sectors at national and international level.
- Follow up of research inputs and outputs and elaboration of:
 - Periodical reports to the University and other funding institutions.
 - Periodical newsletter of the Network.
 - Research notes and diffusion to the media.
- Managing and updating the XREPP website.
- Maintaining contacts with the head of the network and the heads of each research group in order to strengthen and foster collaboration.

Project Manager Job Requirements

We ask for

- A Graduate in Economics or Business Administration or a similar degree - an MSc would be preferable -. A minimum experience in research or academic assistance will also be appreciated.
- A minimum of two years work experience in research project management or similar positions. Previous experience in fundraising and academic institution management will also be taken into account.
- A broad knowledge of the Catalan and Spanish research and of the university system, and to know the basics about the European Research and Higher Education Area as well.
- Deep knowledge of national and international funding instruments (mainly the Horizon 2020 program) and private funding sources.
- Initiative, flexibility to handle with both administrative and more proactive tasks like fund raising and event organization.
- A team player who is focused on results and who has strong communicational and analytical skills in an academic atmosphere.
- Available to travel. To have driving license and own car will be taken into account.
- Fluent in English, Catalan and Spanish.

We offer

We offer responsibility and freedom to achieve results. There is a wide range of opportunities for your development as well as a reasonable good salary (12.480€) for part time work (20 weekly hours) starting next September 2014.

Applications

Interested candidates should send their CV (no more than 2 pages if possible) and cover letter by email only to: cio.patxot@ub.edu. The final date for submission of applications is **June 25th 2014**.

About XREPP

The network "Xarxa de Referència en Economia i Polítiques Públiques (XREPP)" is composed by six research groups from the main four public Catalan Universities (UB, UAB, UdG i URV). It is run by a foundation that belongs to the UB (Fundació Bosch i Gimpera). This kind of networks complete the Catalan public R&D&I system, which includes universities, research centers, hospital institutions, large infrastructures supporting research, scientific and technology parks. Those networks are designed to build the minimum infrastructure needed to foster collaborative work in order to be present at international level and to promote knowledge diffusion. For further details see the website (www.xrepp.cat).

Project Manager Summary

Education Backgrounds:	Economics Management
Specialties:	Economics Business Administration Project Management
Education Level:	Either Undergraduate (Bachelors) or Postgraduate (Masters)
Experience:	> 2 years
Languages spoken:	English, Catalan, Spanish
Application documents:	CV (no more than 2 pages if possible) and cover letter
Application deadline:	June 25 th 2014