

Project Manager Bilbao (Spain)



CIC bioGUNE is a non-profit biomedical research organization, founded in 2002 at the initiative of the Department of Industry of the Basque Government. CIC bioGUNE plays a strong role in advancing biomedical research and technological innovation in the Basque Country.

Our missions cover different aspects: the development of high-level Science, including fundamental research, industrial research and experimental development, high-quality training, institutional cooperation, internationalization, and dissemination. CIC bioGUNE has recently been recognized with the Severo Ochoa distinction from MINECO.

Role & Profile:

The role of the Project Manager (PM) position will be mainly to support CIC bioGUNE's R&D Scientific Office, reporting to Scientific Director. The candidate will identify funding opportunities to support faculty research and equipment needs. Facilitate interactions between faculty researchers and prospective partners and funding sources. Assist PI/co PI with pre-award and post-award grant needs. The PM will be responsible for making sure that all departments come together in a timely manner to complete the overall goals. Communication skills are essential in this role. He/she will be responsible for keeping the projects on track and possessing the ability to foresee the entire project as a whole. The candidate will coordinate networking and dissemination activities of scientific project during meetings, schools outreach activities and workshops. The successful candidate will have a demonstrated ability to maintain high standards of accuracy, timeliness, and professionalism.

Specific Responsibilities:

- Funding: Identify new funding source opportunities (at regional, national and international level).
- Project formulation: Coordinate and assist researchers with preparation and submission of Grant Proposals.
- Project management: Coordination between sites within international projects; Coordinate agencies' reporting and close out of projects respecting agenda and deadlines.
- Financial management of the research lines: Handles all budgeting in collaboration with Department budget staff. Prepares and submits all grant-required reports.
- Encourage networking of different actors at regional, national and international levels, with major emphasis on new industrial partnerships.

Background required:

- A Bachelor or Master degree in a relevant area of Chemistry, Physics, Biology, Biochemistry or Materials Science is required and experience in the fields of biotechnology is highly desirable. PhD degree will be highly evaluated.
- Relevant experience in research project management within Framework Programme projects (FP7, H2020) and other EU & international funding schemes.
- Capacity to work with people from different backgrounds and expertise.
- Excellent interpersonal skills as well as written and oral communication skills.
- Ability to work independently as well as in a team environment.
- Full command of English and Spanish.
- Excellent computer skills (knowledge of social media management).

Conditions:

Competitive Salary will be established depending on experience

Application procedure:

Candidates should submit by e-mail a single pdf with a CV and a cover letter stating why they are interested in this position and outline the skills and experience that directly relate to this position. The required to information should be send to rrhh@bicbiogune.es indicating reference **43011** in the subject.