



Fundación Biofísica Bizkaia  
Biofisika Bizkaia Fundazioa



## FUNDACIÓN BIOFÍSICA BIZKAIA / BIOFISIKA BIZKAIA FUNDAZIOA

Job description: **Scientific Research Project Manager**

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The “*Fundación Biofísica Bizkaia/Biofisika Bizkaia Fundazioa*” (FBB) is seeking a Research Project Manager. The mission of the FBB is to support the research and educational goals of the Instituto Biofisika (IBF), a joint research centre of the University of the Basque Country (UPV/EHU) and the Spanish National Research Council (CSIC). To this end, the FBB provides support to IBF scientists in the preparation of grant proposals for national and international funding agencies. Moreover, the FBB also provides post-award financial and management support.

### Job role

The successful candidate will handle the following responsibilities.

1. Support for the preparation of grant proposals to local, national and international agencies.
2. Identification of new funding opportunities and project partners.
3. Financial and administrative post-award management.
4. Human resources planning.
5. Dissemination and outreach.

### Qualifications, experience and skills

1. College or University degree (Bachelor, Master or Doctoral degree) in science, economics or engineering.
2. Postgraduate education in business administration.
3. At least two years of working experience as project manager in national and international research consortia and networks.
4. Experience in the preparation of ERC grant proposals.
5. Excellent written and oral communication skills in English and Spanish.
6. Demonstrated teamwork abilities and strong organization skills.
7. Proactive, flexible and problem-solving attitude.

### Conditions

1. The successful candidate will receive a salary commensurate with experience.
2. Initial one-year contract with the possibility of yearly renewal.

We encourage women candidates to apply. Please submit through the IBF website contact page (<http://biofisika.org/contact/>), adding the following subject: [Job Application: Project Manager] a cover letter, curriculum vitae, and the names and contact information of three referees willing to provide recommendation information. Please note that due to the large number of applications expected, it will not be possible to communicate evaluation results to all the candidates.

The deadline to receive applications is July 22, 2019 at 17:00 h CET.