



PRE-AWARD PROJECT MANAGER

INMA is a leading research institute on Nanoscience and Materials Science, with particular emphasis on nanobiomedicine, quantum technologies, and materials for energy and the environment, and covering fabrication, characterisation and theory. INMA holds the Severo Ochoa Centre of Excellence distinction (2024-2029). Hosting +300 employees, the Institute is fully integrated in the local research and university life within the attractive social and cultural environment of Zaragoza city and surroundings.

Job description

We are looking for a pre-award project manager to join INMA's International Relations and Programmes Unit.

Their main tasks will include:

- Analyse and follow up of European research and innovation programmes and other international collaboration opportunities.
- Attend seminars, workshops and other events related with such programmes and opportunities, representing INMA.
- Analyse the research and innovation activity of INMA's research groups and their needs to tailor individualised information on funding opportunities.
- Work with INMA's researchers in the design, writing and submission of European and international proposals, including the search for academic and non-academic partners.
- Support the launching of awarded projects, including the preparation of the grant and consortium agreements and the kick-off meeting, and liaise with the Unit's post-award project managers.
- Support the update and exploitation of the Unit's data base and elaborate related reports.
- Liaise with the other INMA's support units to increase the impact of the research and innovation projects and contribute to the local, national and international visibility of the Institute.
- Contribute to INMA's strategic objectives and those of its Severo Ochoa programme.

Requirements

Qualifications

- University degree. Degrees in materials science, physics, chemistry or related subjects will be a plus.
- Master's degree or other qualifications related to project management will be an advantage.
- A PhD degree will be valued.

Experience

- Proven experience in the research project management lifecycle, especially in the pre-award stage.
- A solid working experience within the European research, development and innovation landscape.

Specific and transversal skills

- Proficiency in both Spanish and English (minimum level C1 - CEFR), with strong verbal and written communication skills.
- Methodical and systematic work approach, complemented by strong teamwork capabilities.
- Impeccable attention to detail and rigor, and a results-oriented, problem-solving attitude.
- Adaptive and flexible in dealing with challenges and changing circumstances, able to take own initiatives.

Job conditions

- Full-time job. Indefinite contract with a 6-month probation period.
- On-site work, with the possibility of teleworking and flexible working hours.
- Competitive salary according to qualifications and proven experience.
- Estimated start date: as soon as possible.

How to apply

Applicants must send an email to analonso@inma.unizar-csic.es, including the following information:

- A motivation letter.
- A full CV.
- Contact details of at least two referees.

**Deadline for applications
February 15th, 2025**