

CALL FOR TEMPORAL POSITION

Project Manager (Tècnic Mitjà de Suport a la Recerca - Grup 2)

Deadline for applications: 7 th January 2011	Ref.: MEDSEA
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Objective:

- Project Manager of the FP7 “Mediterranean Sea Acidification in a changing climate” (MedSeA) project coordinated by UAB
The project manager will assist the Project Coordinator in the day-to-day project management.

Tasks:

- Project administration and financial management
- Elaboration of project reports for the European Commission
- Follow-up of project deliverables according to the Work-plan
- Communication with project partners also via web-based portal
- Communication with the EC
- Organization of project meetings

Requirements:

- Diploma Holder
- Knowledge of office software programs and web-based portal
- Knowledge in EU Framework Programme
- High level of spoken and written English
- Organizational and time-management skills
- Excellent communication skills (verbal and written)
- Ability to work in an international context and autonomy
- Availability to travel
- Team work, initiative, and organization

Employment conditions:

- Temporal contract
- Contract duration: 3 years
- Working hours: 9:00-15:00 (30 hours)
- Annual gross salary: 23.856 € (extra payments included).

Applications:

Please, send applications to pr.medsea@uab.cat (Reference: MedSeA Project Manager), including a motivation letter and Curriculum Vitae.

For more information: +34 93 581 2974

Submission deadline:

7th January 2011

Recruitment process:

CV selection, interview.

Selected candidates will be contacted by e-mail.

Bellaterra (Cerdanyola del Vallès), 16th December 2010

Patrizia Ziveri
Project Coordinator