

## JOB ANNOUNCEMENT: Project Manager [ICPJA022] INSTITUT CATALÀ DE PALEONTOLOGIA MIQUEL CRUSAFONT (ICP)

**Introduction.** The ICP (<http://www.icp.cat>) is a research institute focused on vertebrate paleontology. It belongs to CERCA institution (Research Centers of Catalonia) and is linked to the Universitat Autònoma de Barcelona (UAB) in Cerdanyola del Vallès (Barcelona, Spain). It is a public research center established as a non-profit foundation with the Generalitat de Catalunya and the UAB as patrons.

**Job description.** The ICP is recruiting a full-time Project Manager with a cross-cutting profile in research projects management and knowledge transfer to join the Projects Area..

TYPE OF POSITION AND DEADLINE:	
<b>Number of positions</b>	1
<b>Position:</b>	Project Manager
<b>Starting date:</b>	01/10/2026
<b>Publication date:</b>	02/03/2026
<b>Reference:</b>	ICPJA022
<b>Professional category:</b>	SI4
<b>Gross salary:</b>	32.409,72– 37.541,69 €
<b>Application deadline:</b>	31/03/2026
BASIC INFORMATION:	
<b>Type of contract:</b>	Permanent
<b>Duration:</b>	Permanent after a 6-month probation period
<b>Career progression:</b>	The initial gross salary will depend on experience and may increase according to career progression under ICP internal mechanisms. Possibility of becoming Head of the Projects Area (with the corresponding supplement).
<b>Area / Department:</b>	Projects Area (Department of Projects and Knowledge Transfer)
<b>Workplace:</b>	Edifici ICTA-ICP, Universitat Autònoma de Barcelona c/ Columnes s/n, 08193 Cerdanyola del Vallès (Barcelona)
<b>Working conditions:</b>	-Full time job (37.5 h/week; 1630 h/year) -Teleworking opportunities (up to 30% working time)
MINIMUM REQUIREMENTS:	
<b>Academic qualifications:</b>	Bachelor's degree Master's degree or postgraduate qualification in Project Management, Financial Management, or similar
<b>Languages:</b>	Good spoken and written English Advanced spoken and written Catalan and Spanish
<b>Experience:</b>	3 years of experience in project management in research centers and/or universities in Catalonia, including 2 years of experience in research project management (pre- and post-award)
<b>Expertise:</b>	Intermediate level in O365 Basic level in SAP Business One or equivalent software
DESIRABLE COMPETENCIES:	
<b>Academic qualifications:</b>	PhD in Sciences or Social Sciences
<b>Languages:</b>	Advanced spoken and written English
<b>Experience:</b>	Experience in managing calls from AEI, HE and the Generalitat de Catalunya. Experience in project-level management, financial reporting, audit processes, among others, in public institutions
<b>Expertise:</b>	Advanced level in SAP Business One or equivalent software.

Advanced knowledge of the different public administration call portals

**CONTACT DETAILS:**

<b>Name:</b>	David Basanta	<b>Position:</b>	Head of Department
<b>Telephone number:</b>	+34 93 586 8766	<b>Email:</b>	<a href="mailto:david.basanta@icp.cat">david.basanta@icp.cat</a>

**HOW TO APPLY:**

**Procedure:** All documents must be submitted in English or Catalan (PDF format) and sent by email to the contact person (Ref: ICPJA022)

**Documents:** All applicants must submit a motivation letter and an extended CV. The Selection Committee may request additional supporting documentation for merits at any stage of the process. The selected candidate must submit copies of their academic qualifications and an official employment record certificate issued by the Social Security authorities before the contract is formalised.

**Selection criteria.** The weight of the various selection criteria (in %) is specified in the table below. During the shortlisting phase, each eligible applicant will be assigned a 0-10 score to each criterion. During the evaluation phase, shortlisted candidates will be assigned a 0-10 score to each merit included in the selection criteria, each with a corresponding percentage determined by the Selection Committee before the call is closed. Final scores will be modulated by the results of career duration.

SELECTION CRITERIA	%	SELECTION CRITERIA	%
A. Academic background	10	D. Software skills	15
B. Language skills	10	E. Other merits	10
C. Working experience	30	F. Adequacy of the candidate's profile	25

**OTM-R.** The ICP endorses the principles of the European Charter for Researchers and Code of Conduct for the Recruitment of Researchers that define the EU Human Resources Strategy for Researchers (HRS4R), and since 2018 holds the HR Excellence Award of the EU. Therefore, the ICP is fully committed to open, transparent and merit-based recruitment (OTM-R), in order to ensure that the best person for a job is recruitment as well as to guarantee equal opportunities among candidates. The internal regulations that apply to this job description are available on the document entitled "ICP Protocol for the Evaluation, Internal Promotion and Recruitment of Researchers and Technicians", which is publicly available from the ICP website ([http://www.icp.cat/attachments/transparencia/ICP\\_Recruitment\\_Protocol.pdf](http://www.icp.cat/attachments/transparencia/ICP_Recruitment_Protocol.pdf)).

**Non-discrimination.** The Non-Discrimination Committee of the ICP will oversee the recruitment process to prevent any kind of discrimination by reason of gender, sexual preference, language, ethnicity, geographic origin, functional diversity, or any other reason unrelated to scientificotechnical, professional and/or academic merits. Applicants are responsible for providing the necessary personal information related to career breaks (due to parental and medical leaves, unemployment, part-time contracts, etc.) if any of the provisos included in the recruitment protocol apply to the computation of career duration. The ICP aims to guarantee equal opportunities to all candidates and intends to promote a balanced sex ratio. Therefore, women and gender non-conforming persons are encouraged to apply.

**Confidentiality.** The ICP complies with applicable laws of personal data protection and guarantees the confidentiality of all the personal data provided by the candidate, which will solely be used for the purposes of the current recruitment process.

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**Projects Area.** The Projects Area is part of the Department of Projects and Knowledge Transfer. This department is responsible for knowledge transfer activities through the provision of services (with an emphasis on preventive paleontological interventions), as well as indirect support (project management and IT) and some direct research support activities (fieldwork management). It includes the following areas:

- Fieldwork Management Area
- Projects Area
- IT Area

The department handles knowledge transfer activities through service provision (with a focus on preventive paleontological interventions), in addition to indirect support (project management and IT) and certain direct research support activities (fieldwork management).

The Project Manager will work under the supervision of the Head of the Area, who is also the Head of the Department. For more details on the organization and both the academic and non-academic staff at the ICP, please refer to the ICP Organigram available on the ICP website: [http://www.icp.cat/attachments/transparencia/ICP\\_Organization\\_Chart.pdf](http://www.icp.cat/attachments/transparencia/ICP_Organization_Chart.pdf).

**Position profile.** The ICP aims to hire a highly motivated Project Manager (professional category SI4) for the Projects Area. The ideal candidate should have experience in project management, particularly in both pre- and post-award phases, with an emphasis on the latter. We are looking for someone with an in-depth knowledge of the Catalan and Spanish research systems, as well as the various programs associated with the European Union's framework programs, with particular attention to ERC and Interreg projects. Candidates with a holistic understanding of project management—including, among other areas, knowledge transfer, legal aspects, open science, and innovation—will be highly valued.

### **Main responsibilities.**

1. Coordination of staff, interns, and volunteers within the Projects Area.
2. Supporting ICP researchers in fundraising activities (e.g., research project proposals, grants, and scholarships).
3. Assisting other ICP staff with project, grant, and scholarship applications, as well as other fundraising activities.
4. Supporting and collaborating with other members of the Department of Projects and Knowledge Transfer to ensure the proper execution of external service projects.
5. Assisting Administration Technicians and the Head of the Management and Human Resources Area with the reporting and justification of competitive funding.
6. Acting as the main contact with public administration and private funding agencies regarding project, grant, and scholarship applications, as well as (under delegation from the Head of the Projects Area) other fundraising activities. Promoting and marketing the external services provided by the ICP to third parties.
7. Coordinating (under delegation from the Head of the Department of Projects and Knowledge Transfer) and collaborating in fundraising initiatives related to paleontological fieldwork and preparation and conservation activities.
8. Public relations with private companies.
9. Managing the ICP volunteer program.

10. Collaborating with the Head of the Management and Human Resources Area to coordinate continuous training for ICP staff.

**Evaluation details.** The merits included in each evaluation criterion will be determined by the Selection Committee before receiving the applications. Each member of the Selection Committee will assign to each merit a 0-10 score (0–2.4 = deficient; 2.5–4.9 = insufficient; 5.0–6.9 = sufficient; 7.0–8.9 = very good; 9.0–10.0 = excellent) and an average score will be computed for each. Average merit scores will be used to compute weighted average selection criteria scores, and the sum of the latter will be the total raw scoring of the candidate. An interview by ICP members of the Selection Committee will be mandatory for all shortlisted candidates. Each member of the committee will rate the interview (excellent = 1.25; good = 1.15; neutral = 1.0; bad = 0.85; terrible = 0.75). The arithmetic mean of the interview ratings will be used as the interview correction factor. The final scoring will be computed as corrected scoring \* interview correction factor. Candidates will be prioritized based on their final scoring.

**Professional progression.** The initial gross salary will depend on experience, in accordance with the Centre's salary scale. In addition to the annual salary increases established by law for public sector employees of the Generalitat de Catalunya, after the first three years of gross remuneration the salary may be increased within the limits established by the ICP salary scale for the SI4 category, in line with the Centre's professional career progression mechanisms.

The SI4 professional category provides access to the SI5 category through the internal promotion mechanisms established at the ICP. Furthermore, in accordance with the ICP's medium-term development plans, the selected candidate is expected to assume the role of Head of the Projects Area, which entails an additional salary supplement beyond that established for the SI4 category.