



Contract for Project Manager at IMAG

The Institute of Mathematics of the University of Granada (IMAG) offers a contract for a Project Manager under the project “María de Maeztu IMAG Unit of Excellence”, CEX2020-001105-M, with the following characteristics:

Full time

Gross monthly salary: 2.700€.

Duration of contract: Indefinite.

Tasks to be performed:

- Technical management of the IMAG strategic plan (preparation, submission of applications, review and monitoring of progress indicators).
- Support in search for funding and preparation of project applications in competitive calls, in collaboration with the Vice-Rectorate for Research and the International Projects Office of the University of Granada. Support in the preparation of reports of funded projects and related documentation.
- Support in personnel selection processes at IMAG and in the management of administrative procedures for recruitment. Support for the insertion of new personnel in the center.
- Management related to the organization of congresses and scientific events.
- Management of IMAG's relations with national and international organizations: State Research Agency, SOMMa Alliance, External Scientific Committee, associated institutes.
- Support in publicity, institutional relations and management of social networks and web.
- Support in the management of the center's scientific production (registration and bibliometric indexes, open science policies, etc.).
- Management of scientific documentation and certifications.

Assessment criteria:

- Degree: Bachelor's degree in a discipline related to the tasks to be developed.
- Education: Experience in research management and oral and written fluency in Spanish and English is required. Possession of a Master's degree in areas related to R+D+i project management will be a plus.
- Professional experience: Experience in technical management of large projects, or similar positions is desirable.
- Other criteria: An interview will be conducted to assess skills such as proactive attitude, ability to work, ability to communicate fluently and willingness to take training courses if necessary.

Application deadline: **from September 16 to September 27, 2024** (at 23:59h).



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To see the offer of the contract on the website of the Vice-rectorate for Research and Transfer of the UGR (annex 47, reference 1213):

<https://investigacion.ugr.es/sites/vic/investigacion/public/documentos/personal/contratos/2024/septiembre.pdf>

To apply for the contract, follow the instructions at <https://investigacion.ugr.es/recursos-humanos/personal/solicitud>

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