

It complies with the European Charter for Researchers and the code of conduct for the recruitment of researchers

The European Social Fund will co-finance partly the contracts entered from this call in the Operational Programme FSE 2014-20, under the Thematic Objective 8 "Employment promotion and labor mobility"

Call for hiring a Support Technician to the Financial Management of R&D Projects

Ref: TA 2018-01

FUNDACIÓN IMDEA AGUA
Avda. Punto Com, 2
28805 Alcalá de Henares (Madrid), España

IMDEA Water is a nonprofit research Institute, promoted by the Community of Madrid, to carry out research in water technologies. This Institute is part of the IMDEA net, new institutional framework that combines support from both public and private sector and harmonizes the research with market demand, strengthening the presence of the private sector in science.

The position

This call is to cover a technician position to support the financial management of R&D projects. The selected candidate will be offered an employment contract full-time (37.5 hours/week) for a period of twelve months. Contract could be extended annually for project needs after a favorable assessment of the work done and availability of funds.

The annual gross salary will be 18.000 euros.

The work to be performed will be:

- Ensure proper documentary and administrative management of the projects.
- Participate in the setting of the analytical accounts of the different projects.
- Support in the monitoring and economic justification of R&D projects and contracts.
- Support in the management of audits and requirements of public financing organisms.
- Administrative and financial formalities of R & D projects.
- Support for economic management department processes.
- Support for management processes.

The incorporation of the candidate is expected to be in March 2018.

Prerequisites

Candidates must satisfy the following requirements:

- Higher – Level Training Cycle in Administration and Finances.
- Experience of at least one year in the work to be done.
- High english level.

Selection criteria

- Curriculum Vitae.
- Adjustment of training and experience of the candidate to the required profile.

Those candidates who have the best profile could be called for an interview.

Documents to present

Candidates must present the following information:

- Curriculum Vitae in Spanish or English.
- A cover letter presenting his/her candidacy and merits, and including his/her personal motivation.

Instructions to apply

Applications and the associated documents must be sent by e-mail to oferta.agua@imdea.org indicating the reference of the position in the subject (Ref. TA 2018-01).

Only applications that include all required documentation indicated in this section, submitted electronically by e-mail and within the deadline specified in the "Deadline" section will be taken into consideration

Deadline

The deadline for submission of applications is January 28, 2018.

Applications received by other way than that specified in this call; after the deadline or incomplete will be rejected automatically.

Workplace

The workplace will host the IMDEA Water Foundation: Avenida Punto Com, 2 - 28805 Alcalá de Henares, Madrid.

Resolution

Final decisions will be personally communicated by e-mail to all the candidates.

Personal data protection

In accordance with that set forth in Organic Law 15/1999, of 13th December, on Personal Data Protection and its implementation regulation, all candidates accept that all the data included in his (her) application are to be included in a data file under the responsibility of IMDEA WATER FOUNDATION, with corporate address at Avda. Punto Com, 2 - 28805 Alcalá de Henares (Madrid) for the purpose of manage the selection process and guaranteeing all candidates with the right to accede, correct and cancel all their personal data and its treatment by the IMDEA WATER FOUNDATION in the above mentioned address.