

VACANCY

Assistant Administrator

for the Financial Department and the Research Coordination Office

The Institut Barcelona d'Estudis Internacionals (IBEI) is looking for a full-time candidate to fill the position of **Assistant Administrator for the Financial Department and the Research Coordination Office**.

Tasks to perform:

- Act as support for the Financial Department and the Research Coordination Office.
- Research management support for projects: reports, technical and financial justification and others.
- Act as support for all issues related to the organization of workshops, seminars, summer schools or other activities.

Profile of candidate:

- A high level of English and Spanish language proficiency is required.
- A person with previous experience in university/research management, dealing with faculty staff will be valued.
- International experience will be valued.

Requirements:

- University level qualifications in Economics or Business Management and Administration.
- 3 years' experience in related tasks.
- Ability to work with different software applications.
- Good knowledge of Microsoft Office package.
- Good knowledge of Microsoft Dynamics and Power BI will be valued.

Competencies:

- Dynamism, flexibility and rapid adaption to the role.
- Energetic and motivated personality.
- Ability to work in a team.
- Strong organisational capabilities and a collaborative spirit.

Applications must be submitted by December 16, 2022 (2.00 p.m. Barcelona time)

Applications should include:

- Cover letter (in English)
- Current CV

The application should be saved as one PDF document and sent to ibei@ibei.org

INSTITUT BARCELONA D'ESTUDIS INTERNACIONALS (IBEI)

The Institut Barcelona d'Estudis Internacionals (IBEI) is an inter-university institute, created in 2004, to promote postgraduate training and research in politics and international relations. Aiming to advance the understanding of global challenges facing the world, IBEI is a centre of academic excellence that combines outstanding research with high-quality teaching and career development opportunities. Located at the crossroads between Europe, the Mediterranean and Latin America, Barcelona provides a unique environment to ponder the intricacies of governance, development and security on a global scale.

IBEI is an equal opportunities employer. **IBEI holds the HR Excellence in Research distinction from the European Commission**, which recognises the institute's efforts to create a stimulating and favourable work environment and its commitment to continuously improve human resources policies. IBEI is committed to Open, Transparent and Merit-based recruitment.

More information about IBEI at www.ibei.org

