

VACANCY

Head of the Research Office

The Institut Barcelona d'Estudis Internacionals (IBEI) invites applications for the position of Head of the Research Office. Under the coordination of the IBEI Director, the research academic coordinator and the general manager, the selected candidate will carry out the following responsibilities and duties:

1. Project Management

- Coordinating and overseeing research projects from inception to completion.
- Ensuring projects stay on schedule and within budget.
- Monitoring progress and addressing any issues that arise.

2. Funding and Grant Management

- Identifying funding opportunities and assisting researchers in securing grants.
- Managing grant applications, ensuring compliance with funding agency requirements.
- Overseeing financial aspects of research projects, including budgeting and reporting.

3. Compliance, Ethics and Risk Management

- Ensuring research activities comply with institutional, governmental, and ethical guidelines.
- Overseeing the preparation and submission of necessary regulatory documents.
- Conducting training and education on compliance and ethical standards.
- Identifying and mitigating potential risks associated with research activities.
- Developing and implementing risk management plans and protocols.

4. Reporting and Documentation

- Preparing and submitting progress reports to funding agencies and institutional leadership.
- Maintaining comprehensive records of research activities, outcomes, and publications.

5. Reporting and Documentation

- Contributing to the development and implementation of the institution's research strategy.
- Identifying emerging research trends and advising on strategic priorities.

6. Reporting and Documentation

- Managing the allocation of resources, including, equipment, and personnel.
- Coordinating with other departments to ensure optimal use of resources.

7. Reporting and Documentation

- Providing administrative support to researchers, such as handling logistics and procurement.
- Assisting with the preparation and submission of research papers and reports.

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The requirements for this position are the following:

- **Education:** University degree.
- **Experience:** Minimum 3 years proven experience in project management, including planning, executing, and overseeing projects from start to finish.
- **Technical Skills**
 - Proficiency with research management software and tools.
 - Experience with funding and tender portals.
 - Advance user of office software (Microsoft Office package).
- **Language skills:** English, Spanish and Catalan
- **Skills**
 - Ability to adapt to changing priorities and work in a fast-paced environment.
 - Proactive approach with the ability to take initiative and drive projects forward.

We offer:

- Full time permanent contract
- Gross annual salary according to experience and skills
- Immediate incorporation
- 37,5 h/week, flexible working hours
- Career development
- Become a member of a center that is constantly growing, environment of excellence in research, and collaboration with leading teams.

How to apply?

Interested candidates must complete the [Application Form](#) before July 16, 2024 (included). It should include a **Current CV** and a **Motivation Letter**.

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 of researchers.

More information about IBEI at www.ibei.org

