

VACANCY

# Project Manager

The Institut Barcelona d'Estudis Internacionals invites applications for a **project manager position (0.5 FTE)**, on the research project "**REPGOV: Representative Government through Democratic Governance**", funded by the **ERC (European Research Council) under the European Union's Horizon 2020 research and innovation programme (grant agreement No 101020966)**. The project is led by Professor Anthony Bertelli. REPGOV connects the practice of governance with representative government by developing a novel theoretical framework and empirically evaluating its predictions in the context of contemporary Europe. It conducts qualitative work, analyzes documents using machine learning algorithms, and implements lab and survey experiments in four European countries.

The project manager will oversee the administrative and financial aspects of the ERC project in accordance with the rules and procedures of the IBEI, the ERC and other institutions where project research is conducted. This position will be the primary contact between the project and these institutions. The project manager will also help to define and to implement an action plan for maintaining all responsibilities of the project including data management and research ethics.

Responsibilities of the position include:

- Administering contracts and agreements;
- Drafting intermediary and final reports, responding to inquiries, audits and evaluations;
- Preparing and presenting regular progress reports and project plans;
- Organizing seminars, workshops, and meetings, and making travel arrangements;
- Managing and amending budgets;
- Procuring equipment and services;
- Coordinating and maintaining contact with project partners;

Applicants should hold a master's degree, have several years of relevant work experience in managing research projects, and must be fluent in English and Spanish. Excellent personal and communication skills and a demonstrated ability to contribute to collaborative projects are essential.

This half-time appointment is anticipated to be made for five years, starting in January 2022. Salary is commensurate with similar administrative positions at IBEI.

## Applications must be submitted by 20 October 2021

The application should be saved as one PDF document and sent to **Carlos Sanchez** ([csanchez@ibeil.org](mailto:csanchez@ibeil.org)):

Applications should include:

- Cover letter (in English)
- Current CV (in English)



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## 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.ibeil.org](http://www.ibeil.org)



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