

JOB OFFER DIPC

ECONOMIC RESPONSIBLE FOR R&D&IP ROJECTS

Donostia International Physics Center (DIPC) is looking for candidates to incorporate a graduate for the R+D+i Project Management Department. The selected person will be responsible for R&D&I Project Economics, providing support to the Economic-Financial and R&D&I Project Management Director of DIPC.

Functions

- Registration, monitoring and justification of competitive grants obtained using ERP.
 - Monitoring of the economic execution of competitive grants.
 - Elaboration of the necessary supporting documentation per grant in coordination with the project managers.
 - Support in the preparation of budgets linked to grant applications.
 - Collaboration in the optimization of the per diem policy and expense sheets for grants.
- The work will be carried out under the supervision of the Economic-Financial and R+D+i Project Management Director of the center.

Requirements

Education: Degree in Economics, with a Master's Degree in Taxation.
Experience of 2 years in an international research environment.
Previous experience of 2 years in economic tasks in direct relation with competitive research projects.
Handling of ERP management systems.
High Excel (pivot tables, financial functions, graphics, etc.).
Availability for immediate incorporation.
Languages: High level of English, spoken and written.

Other valuable knowledge

Experience in economic auditing.

Personal requirements

Ability to work under deadlines.
Ability to work as part of a team.
Initiative.

Offered

Incorporation to a Research Center of international relevance.

Indefinite full-time contract, with immediate incorporation.

Salary to be negotiated depending on the candidate's profile.

Interested persons should send a resume and cover letter to the e-mail address jobs@dipc.org before April 11th, 2023.

Applications will be evaluated by a committee appointed by the Director of the DIPC according to the following criteria (with the weight in percent of the final score indicated in parentheses):

- Candidate's CV (30%)
- Demonstrated experience in the areas indicated in this job offer (35%)
- Personal interview (35%)

In order to pass to the personal interview phase, it will be necessary to obtain a minimum of 45 out of 65 in the evaluation of the CV and experience. Likewise, those profiles that, in the committee's opinion, do not meet any of the requirements for the job position will not be evaluated.

The final resolution of the selection process will be published on the DIPC website as soon as possible.