

*IMDEA Food Institute adheres to the European Charter for Researchers and Code of Conduct for the Recruitment of Researcher.
This project has received funding from EIT EIT (European Institute for Innovation & Technology) a body of the European Union under the EIT-Food Program 2017-2023*

CALL FOR A PROJECT MANAGER FOR INNOVATION/ RESEARCH, EDUCATION COMMUNICATION AND ENTREPRENEURSHIP PROJECTS –HEI-EIT FOOD

(Ref. IPM2022-030–HEI-EIT-FOOD)

The IMDEA Food Institute (Madrid Institute for Advanced Studies in Food) is a research institution created by the Madrid Regional Government in coordination with universities, research centers of Madrid, and enterprises. Constituted as a non-profit organization within the framework of the IV Regional Plan for Scientific Research and Technological Innovation (IV PRICIT), it is conceived - structurally and legally - with the aim of bringing research into society.

IMDEA Food Institute is committed to excellence in research and to foster technology transfer to the industrial sector in a truly international environment. More information about the research and scope of the activities of IMDEA Food Institute can be found at the institute webpage <http://www.food.imdea.org>

In this context, the "EIT-Food Program" is developed in IMDEA Food Institute as part of the South Madrid Local Node. For the proper development of the Program, the IMDEA Food Institute requires highly qualified support staff with professional experience. For this purpose and in order to respect the criteria of publicity, objectivity and concurrence for the recruitment of staff, it HAS RESOLVED to announce the launch of the present call for proposal for a project manager position, in accordance with the following conditions

1. Position Description.

Ref. IPM2022-030–HEI-EIT-FOOD.

Position: Project manager for innovation/ research, education communication and entrepreneurship projects –HEI-EIT FOOD Program (South Madrid Local Node - Imdea Food), according to Annex 1.

Principal Investigator: Dr. Ana Ramírez de Molina (ana.ramirez@imdea.org)

2. Eligibility criteria

Candidates must be, at the date of the call deadline, in possession of the following requirements:

a) Applicants should be in possession of degree required in Annex 1.

In case of foreign academic degrees, you must have the corresponding recognition or equivalence of official higher education degree or equivalent qualifications issued by issued by the Ministry of Education and Vocational Training of Spain.

b) Candidates from outside - an European Union country or Switzerland, or a country member of the European Economic Area (EEA) -, must have a valid work visa.

c) Must be in possession of the documentation accrediting the requirements and qualifications set out in Annex 1.

3. Evaluation and selection of candidates.

Candidates will be selected based on the profiles described in Annex 1 as appropriately outlined in their CV by a Selection Committee composed by scientist staff of IMDEA Food Institute. Ad-hoc experts could be participating in the process. The best-qualified applicants can be invited locally for an interview by the Selection Committee.

The personal interview will consist of conducting a face-to-face or videoconference interview that will deal only with the merits claimed by the candidates in the competition phase and will be aimed at assessing the candidate's suitability for the position. The interview will have a maximum duration of 45 minutes.

Selection criteria:

- I. Additional education: 0-30*
- II. Additional Professional experience & expertise: 0-30*
- III. Other merits : 0-10*
- IV. Interview: 0-30*

4. Application.

4.1. Interested candidates should submit their applications through the Recruitment Portal website of the Foundation, with the following documents before the deadline:

- a) Curriculum Vitae, preferably in Europass model (<https://europass.cedefop.europa.eu/es/documents/curriculum-vitae>)
- b) Official Academic Title set up in Annex 1.
- c) Employment History Report (Social Security)
- d) A one-page cover letter explaining clearly why the candidate profile match the education and experience requirements related with the offered position and the interest to join the program.

Please be aware of the following: At any time during the selection process, candidates may be requested to present the documentation justifying the requirements and merits alleged in the curriculum.

4.2. Submission of candidatures: Recruitment Portal of the Foundation: <https://jobs.food.imdea.org/> or <https://www.food.imdea.org/careers>- Open Calls >>

- Ref. IPM2022/030. Innovation/Communication Project Manager

4.3. Please note that only applications received through the Recruitment Portal of the Foundation will be considered. Incomplete applications will not be considered.

4.4. The deadline for submitting applications will be within 15 calendar days from the following day the publication of this Call.

You will not be able to submit an application after the deadline.

4.5. The results of the selection process will be published in the Recruitment Portal of the Foundation and the selected candidate will be notified by e-mail.

The selected candidate will receive a contractual offer and - if he/she agrees with it - must accept it within five (5) days after notification. Additionally, the resolution will be notified via e-mail to all candidates.

5. Incompatibilities

The Foundation is considered a public research organization of the Community of Madrid and belongs to the institutional public sector, therefore, the regulations of incompatibilities established in the Law 53/1984, December 26th and R.D. 598/1985, April 30th, will be applicable to the contract, therefore the candidate must not be involved in any of the incompatibilities contemplated in said regulations.

6. Data Protection Policy.

Pursuant to the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council, of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), we inform you that the personal data contained in the CV you sent us will be recorded in a file for which the IMDEA FOOD FOUNDATION with registered office at Ctra. de Cantoblanco, no 8 28049 Madrid (Spain), with the sole purpose of rights of access, rectification, cancellation and objection to their personal data by contacting the IMDEA FOOD FOUNDATION at the above address or by sending us an e-mail to datos.alimentacion@imdea.org.

7. Financing.

This contract will be financing under the EIT-Food Program 2017-2023 supported by EIT (European Institute for Innovation & Technology) a body of the European Union.

8. Publicity.

Publicity of this call will be given in the following websites:

Recruitment Portal of IMDEA Food Foundation: <https://jobs.food.imdea.org>

<https://www.food.imdea.org/careers> - Open Calls >>

Others:

EURAXESS Jobs Portal de la Comisión Europea: <http://ec.europa.eu/euraxess/index.cfm/jobs/index>

Portal de Empleo de I+D+i Madri+d: <http://www.madrimasd.org/investigacion-empresas/empleo-idi>

Red IRIS (red académica y de investigación española): <http://www.rediris.es>

Madrid (Spain), December 2022

Guillermo Reglero Rada
Director of IMDEA Food Institute

Annex 1.

The following requirements must be fulfilled by all candidates at the moment of applying:

-REFERENCE: Ref. IPM2022-030–HEI-EIT-FOOD	
Project manager for innovation/ research, education communication, and entrepreneurship projects –HEI-EIT FOOD	
Job Title	Innovation/Communication Project Manager
Principal Investigator	Dra. Ana Ramírez de Molina (ana.ramirez@imdea.org)
Location	Crta. de Cantoblanco nº8, CP- 28049 Madrid, SPAIN
Number of positions	1
Job Category	Technician Project Manager
Job Conditions	Type of contract: scientific-technical activity contract (art. 23 bis of the Science Law) with trial period established by law. Dedication: full time (37,5 hours per week), flexible split day, from Monday to Friday. Duration: until June 30, 2023 Annual gross salary: 30.000 € The incorporation of the candidate to the IMDEA Food Institute is expected to be immediately after the selection process.
Job description	<p>Specific work to perform: scientific-technical activities related with the HEI-EIT Food Programme. Innovation, communication management for science outreach, education, and entrepreneurship projects in de framework of EIT Food.</p> <p>He/she will be responsible for the management, coordination and implementation of the following activities linked to the EIT Food Programme projects:</p> <ul style="list-style-type: none"> • Project management and communication campaigns to develop scientific dissemination, education, innovation and business creation projects (design, implementation and evaluation). • Management and implementation of Social Media campaigns (design, execution and evaluation of campaigns). • Development and management of web content. • Coordination and elaboration of dissemination materials. • Organisation of institutional events to disseminate the results of the EIT-Food Programme. • Organisation of workshops, conferences and meetings. • Preparation of technical, administrative and financial documentation related to the projects. • Application and management of new calls for proposals from the different areas of the EIT-Food programme.

<p>Education requirements</p>	<p><u>Education requirements:</u></p> <ul style="list-style-type: none"> - Minimum qualification required: Bachelor's degree or university degree valid in Spain or homologated valid in Spain or homologated. - <u>Knowledge of English is required (minimum level B2 of the Common European Framework of Reference for Languages). A level test will be carried out during the interview.</u> <p><u>Other Education to evaluate:</u></p> <ul style="list-style-type: none"> - Specific training in the following areas: social media and digital marketing (SMM, SEO, SEM, web analytics, digital marketing tools, etc.), scientific dissemination and culture, communication and/or marketing. - Training in the use of graphic design and editing tools (Photoshop, Premiere, InDesign...). - Training on the national and European science and innovation system. - Training in management of national and European research, innovation and transfer projects.
<p>Qualifications</p>	<p><u>Professional experience & expertise required:</u></p> <p>Essential 3 or more years of experience working in:</p> <ul style="list-style-type: none"> - Strategic management and implementation of communication campaigns/projects linked to science dissemination, education, innovation, entrepreneurship and/or institutional communication projects. - Organisation of public dissemination, education, innovation and/or entrepreneurship events (workshops, conferences, meetings, fairs...). - Development of content and materials (editorial, graphic and audiovisual) to implement social media campaigns and other communication tools. <p><u>Other Professional experience & expertise to evaluate:</u></p> <ul style="list-style-type: none"> - Experience in monitoring and analysing metrics in social networks (experience with tools such as DataStudio, Hotsuite...). - Experience in web content management and development (Drupal, WordPress...). - Web analysis and monitoring (Google Analytics...). - Experience working with graphic design and editing tools (Photoshop, Premiere, InDesign...). - Experience in the areas of Innovation, Education and/or Entrepreneurship. - Specific experience in EIT project management (especially EIT Food). - Experience in the field of national and European science and innovation systems.

	<ul style="list-style-type: none">- Experience in management of national and European research, innovation and transfer projects.- Experience in media relations and drafting and launching press releases. <p><u>Other merits to evaluate:</u></p> <ul style="list-style-type: none">- Professional experience both in public institutions and OPIS and in the private sector, in scientific culture, marketing, communication, innovation and transfer. <p><u>Skills (to evaluate in the interview):</u></p> <p>Initiative, proactivity and decision-making capacity. Ability to lead projects and work in multidisciplinary teams. Capacity for planning and results orientation to achieve objectives with a high degree of performance and accomplishing deadlines. Good interpersonal skills and used to working in international environments. Resilience.</p>
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