

*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 Innovation Project Manager Position at IMDEA-Food Institute (EIT-Food)

(Ref. TGI2020/011)

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 the Innovation Project Manager position, in accordance with the following conditions,

1. Position Description.

- Ref. TGI2020/011. Innovation Project Manager of the EIT-Food Program (South Madrid Local Node - Imdea Alimentación), according to Annex 1.

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

2. Eligibility criteria

Candidates must fulfill at the moment of applying the requirements, qualifications and experience according to 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.

4. Application.

Interested candidates should submit their applications before 15 natural days counted from the day after the publication of this resolution on the website of the Foundation.

They must send by e-mail to rrhh.alimentacion@imdea.org, with the Reference of the position (Ref. TGI2020/011), the following documents before the deadline:

1. Curriculum Vitae, preferably in Europass model (<https://europass.cedefop.europa.eu/es/documents/curriculum-vitae>)
2. 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.

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

The results of the selection process will be published in the IMDEA Food Institute's web page <https://www.food.imdea.org/careers/administrative-and-management-positions>, 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.

5. 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.

6. 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.

7. Publicity.

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

IMDEA ALIMENTACION: <https://www.food.imdea.org/>

Others:

Portal de empleo del sistema madri+d: <http://www.madrimasd.org/empleo/default.asp>

Red IRIS: <http://www.rediris.es/>

EURAXESS Jobs Portal of the European Commission:

<http://ec.europa.eu/euraxess/index.cfm/jobs/index>

Madrid (Spain), November 2020

Guillermo Reglero Rada
Director of IMDEA Food Institute

Annex 1. Innovation Project Manager

Candidates must fulfill the following requirements in the moment of applying:

-REFERENCE: Ref. TGI2020/011	
Job Title	Innovation Project Manager
Principal Investigator	Dra. Ana Ramírez de Molina (ana.ramirez@imdea.org)
Location	Crta. de Cantoblanco nº8, CP- 28049 Madrid, SPAIN
Job Category	Technician (Contribution Group I)
Job Conditions	<p>Temporary full-time employment contract with trial period established by law.</p> <p>Dedication: full time (37,5 hours per week), flexible split day, from Monday to Friday.</p> <p>Duration: This position is for 12 months</p> <p>Annual gross salary: 30.000 €</p> <p>The incorporation of the candidate to the IMDEA Food Institute is expected to be immediately after the selection process.</p>
Education requirements	<p><u>Education requirements:</u></p> <ul style="list-style-type: none"> • Minimum qualification required: University Bachelor's Degree (300 ECTS, or equivalent) valid in Spain or approved. <p><u>Other required knowledge:</u></p> <ul style="list-style-type: none"> • Knowledge of the English language is required (minimum level B2 of the Common European Framework of Reference for languages). A level test will be carried out during the interview.
Job description	<p>It will be responsible for the management, coordination and execution of the innovation projects of the EIT Food program developed by iMdea Alimentación, as well as for its dissemination and diffusion. To do this, it will perform the following functions:</p> <ul style="list-style-type: none"> • Support in the design and promotion of new EIT Food innovation projects. Support in the preparation of new proposals and calls. • Organization and coordination of conferences, workshops, seminars and meetings (face-to-face and online) to promote technological and business innovation and research, in the areas / sectors linked to the EIT Food: agri-food, health , bio and life sciences and related sectors. • Management of the Social Media dissemination of the innovation projects of the EIT Food program: design, execution and evaluation of campaigns and their content (social networks, email marketing, web content...). • Management of the technical, administrative, and financial documentation of the innovation projects of the EIT Food program

<p>Qualifications</p>	<p><u>Professional experience:</u></p> <p>Essential 3 or more years of experience working in:</p> <ul style="list-style-type: none"> • Strategic management of technological or business innovation projects, European projects related to innovation, etc. • Organization of events to stimulate technological and business innovation • Management, coordination and execution of projects or campaigns for the dissemination and communication of innovation or research and science, including the preparation of informative documents (editorials, graphics, audiovisuals, ...) <p><u>Other merits to value:</u></p> <ul style="list-style-type: none"> • Knowledge / experience in the field of the national and European science and innovation system. • Knowledge / experience in areas and projects of technology transfer and technological and business innovation (especially food / health), as well as in management and dissemination of national and European innovation projects • Specific experience in project management from the European Institute of Technology-EIT (especially EIT Food) • Professional experience in the areas of innovation and transfer, marketing and communication of innovation and research, scientific culture in public entities, public research organizations, private companies, foundations ... • Specific training / work experience in areas related to social media, digital marketing, communication, graphic design tools and publishing ... especially in areas of technological innovation <p><u>Capabilities:</u></p> <ul style="list-style-type: none"> • Initiative, proactivity and decision-making capacity. Ability to lead and coordinate projects and work in multidisciplinary teams. Ability to plan and focus on results to achieve objectives with a high degree of demand and compliance with deadlines. Good skills for interpersonal relationships and used to working in international environments.
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