



## JOB DESCRIPTION

### **Research Project Manager**

The Visual Optics and Biophotonics Laboratory (Institute of Optics, CSIC, Madrid), a leading laboratory in the fields of ocular imaging and developing of new vision correction alternatives at national and International levels, is seeking a Research Project Manager, in the context of a recently awarded ERC Advanced Grant.

### **Job role**

The role as a Research Project Manager will include:

- (1) Financial and administrative management and follow up of the Project at the institutional and European level.
- (2) Preparation, submission, negotiation and monitoring of scientific, technical, economical, and corporate reports.
- (3) Human resource management
- (4) Efficient laboratory material resources management and organization
- (5) Dissemination and outreach of laboratory activities
- (6) Management of internal and external communications

### **Qualifications, knowledge & experience:**

- (1) College or University degree (Bachelor, Master or Doctoral degree)
- (2) Previous work experience in project management, preferably EU grants
- (3) Excellent written and oral communication skills in English and Spanish

### **Personal skills & attributes:**

- (1) Dynamic person with a demonstrated capacity of team work
- (2) Strong communication and organizational skills
- (3) Previous experience in project management of international and national Consortia and Research Networks

- (4) Proactive, flexible and problem-solving attitude.
- (5) Strong IT skills (Excel, Power Point, content management Systems)
- (6) Team Player and ability to work independently.

**Work environment:**

- (1) The successful applicant will join a team of young and dynamic international scientists based in Madrid.
- (2) High international impact in the fields of optics and biophotonics
- (3) Excellent multidisciplinary network of research and innovation, with collaborations with top international centers, clinic and industry
- (4) Enriching environment with excellent opportunities for career development

**Conditions:**

- (1) Salary will depend on experience. Within CSIC wage salaries, 23.000-27.000 euros, social security and institutional benefits
- (2) Potential starting date: April 2012
- (3) Duration: Initial 1-year contract (or longer, depending on experience and skills), with the possibility of yearly renewal.

Please submit your application electronically, including cover letter, CV and list of references to: [viobio@io.cfmac.csic.es](mailto:viobio@io.cfmac.csic.es). Please indicate reference: ERC-Manager

More information

Visual Optics and Biophotonics Lab

<http://www.vision.csic.es>

Consejo Superior de Investigaciones Científicas

<http://www.csic.es>