



JOB DESCRIPTION

PROJECT MANAGER

CIHEAM ZARAGOZA

The Mediterranean Agronomic Institute of Zaragoza (CIHEAM Zaragoza) is one of the four institutes of the International Centre for Advanced Mediterranean Agronomic Studies (CIHEAM). Our activities focus on cooperative development in the fields of agriculture, food, and fisheries to serve CIHEAM-member and third countries. Activities are based on five thematic areas: Plant breeding, health and production, Animal production and welfare, Agrifood systems and marketing, Fisheries and aquaculture and Environment and natural resources.

We seek a proactive, resourceful professional and good teamwork skills for the post of **Project Manager at CIHEAM Zaragoza**, who will report directly to the Head of Projects.

The role will include the following tasks:

- Managing organisational activities related to European, national and international projects.
- Setting up appropriate governance and organisational mechanisms to carry out activities foreseen in the projects which will involve liaison with national and European authorities, tendering of services to implement the established activities and overseeing implementation of the project at the local level.
- Managing logistical, financial, budgetary, reporting and other organisational activities related to the projects through the appropriate platforms.
- Drafting and assisting in preparing competitive proposals (cost estimates, programming, logistics planning and general drafting) for funding submissions.
- Implementing dissemination activities related to the projects (website and social media development, stakeholder listings, press, publications and practice abstracts, video and multi-media, campaign development, conferences and workshops).
- Assisting in the implementation of specific activities foreseen in the projects and international liaison with the project coordinators, other partners, etc. on the implementation of activities foreseen in the project.
- Collaborating with training programming and activities.
- Assisting and participating in the management of research and knowledge exchange networks.
- Support to cooperation development projects in third countries.

Requirements:

- Minimum 3 years of professional experience in an area relevant to the post.
- University degree in agro-food, agronomy and other relevant engineering disciplines or similar.
- Very good working knowledge of Spanish and English language (Minimum C1 level both drafting and spoken).

**Additional assets will be considered:**

- Postgraduate degree in subjects related to agro-food, natural sciences or similar.
- Experience in working in international environments. Experience in working in/with non EU Mediterranean countries will be a plus.
- Familiar with agro-food systems, natural resource management, rural development.
- Experience preparing EU, international and national project submissions and in managing and implementing such projects.
- French as well as other languages will be an asset.
- Proficient Excel, budget and planning tools user, in addition to standard Word processing and other basic computer skills.
- Strong interpersonal and communication skills (oral/written).

The person taking on this role will be committed to the Organization's values and principles of cooperative development, flexibility, capacity to adapt to the needs of society, internationality, innovation, sustainability and constant pursuit of excellence.

Work location

The place of work will be CIHEAM Zaragoza, Aula Dei, Montañana, Zaragoza with physical presence required. The project manager should be ready and available to travel, mainly in Europe but also further afield.

Please note that shortlisted candidates selected for interview for this contract may be expected to sit in advance a short English drafting exercise, complete a practical test and demonstrate a proficient user level of Excel budgets.

Expected start date

November 2022.

Recruitment and salary

CIHEAM Zaragoza offers opportunities for professional development and the possibility to contribute to a passionate project based on international cooperation in agriculture, food, fisheries and the environment.

CIHEAM Zaragoza encourages an inclusive working environment and strives towards gender equality.

The salary and other working conditions will be offered in compliance with CIHEAM Zaragoza regulations (with the possibility of an A grade agent contract) and will be determined according to the candidate's professional experience and qualifications. One position is available but a reserve list may be constituted with an initial validity of one year in order to respond to a growing CIHEAM Zaragoza projects portfolio (employment conditions dependent on project conditions).



Application process

Please send your CV, cover letter (in English) and the data privacy document signed to: recruitment@iamz.ciheam.org (REF: **Vacancy Project Manager**). You may choose any format for the cover letter but you should address at least two aspects: how your profile matches the role and what proposals you can make to enhance the performance of your duties.

The deadline for the submission of applications is **25 September 2022**.