**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 cooperation for development in the fields of agriculture, food, and fisheries to serve CIHEAM-member and third countries. They are based on five strategic areas: plant breeding; animal breeding; fisheries, aquaculture and blue economy; water, soils and the environment; and economy and development.

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

**The successful candidate will:**

- Manage organisational activities related to cooperation, research and innovation, technical assistance and development cooperation projects, both international and national.
- Establish effective governance and organisational mechanisms to carry out project activities, including liaising with national and European authorities, tendering services for project activities, and supervising project execution.
- Handle logistical, financial, budgetary, and reporting requirements and carry out other project-related activities using the designated platforms.
- Draft and prepare competitive funding proposals (cost estimation, programming, logistics planning).
- Prepare, manage and participate in cooperation-for-development project proposals in third countries.
- Implement project-related dissemination strategies (website and social media development, lists of stakeholders, press releases, publications, practice abstracts, video and multi-media, campaign development, conferences and workshops).
- Support and contribute to training programmes and related activities.
- Assist and participate in the management of research networks, organise seminars, workshops, symposiums and other knowledge-transfer activities.

**Requirements:**

- 3 years' professional experience in an area relevant to the post.
- University degree in agrifood, agronomy, natural sciences or other relevant disciplines.
- Proficiency in written and spoken English and Spanish (both with a minimum C1 level).

**Desirable qualifications and experience:**

- Graduate or post-graduate qualifications in agrifood sciences, social science, communication, or cooperation for development.
- International work experience, particularly in or with non-EU Mediterranean countries.
- Knowledge of agrifood systems, natural resource management, and/or territorial and inclusive development.
- Experience in the preparation of European, international and national funding proposals (Horizon Europe, Erasmus+, Interreg), and project management.
- Knowledge of French, Arabic and other languages.
- Expertise in design and content management tools (WordPress, Adobe Suite…).
- Advanced IT skills, including AI tools, Excel, planning and budget management tools, and word processing software.
- Strong interpersonal and communication skills (both oral and written).

The candidate must be committed to the Organisation's values and principles of a constant pursuit of excellence, flexibility, capacity to adapt to the needs of society, international collaboration, innovation, sustainability, and development cooperation.

**Work location**

The position requires full-time physical presence at CIHEAM Zaragoza, Campus de Aula Dei, Zaragoza. The project manager must be prepared to travel to meet the requirements of the organisation's projects.

**Selection process**

Shortlisted candidates will be asked to complete a brief English drafting exercise and a practical test prior to the interview.

**Expected start date**

January 2027.

**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 working conditions will be determined in compliance with CIHEAM Zaragoza regulations (with the possibility of a category A agent contract) and according to the candidate's professional experience and qualifications. Although only one position is available, a reserve list

may be established with an initial validity of one year to support CIHEAM Zaragoza's expanding project portfolio. Employment conditions depend on project requirements.

**Application process**

Applications should be sent to: **recruitment@iamz.ciheam.org** (**REF: vacancy project manager 2026**), and include a CV, cover letter (in English), and signed data privacy document. The cover letter may take any format and should address 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 **22 November 2026**.