

CALL REQUIREMENTS

Call Title: Support Technician

Contact person: Rocío Barros García

Department: ICCRAM

Category: Researcher

Others

Workday: Full time

Part time

Aim: The candidate will be in charge of the implementation of the Erasmus Mundus Biocolloid.

- Management of the Erasmus Mundus Biocolloid Project and actions within the Erasmus+ program.
- Among other tasks, administrative and economic project management, technical execution, preparation of reports committed in the application memorandum, organization of meetings and networking in the context of projects, website and social media management. Preparation and coordination of European proposals.
- Document management, supervision of program participation rules by all participants, contact and guidance to international partners to achieve participation objectives.

Requirements of the candidate:

Required education level: Master degree in Business Administration or equivalent

High level of English language: Verified through a certificate or a personal interview.

At least 5 years of international experience

Duration: 13 months

Gross monthly remuneration: 2.301 €/month

Application submission deadline: February 1, 2024

Documents to be provided:

- Application form (Annex I)
- Photocopy of National Identity Card, or its equivalent in the case of European Union citizens. Citizens of other countries must submit a photocopy of their NIE or passport.
- Curriculum Vitae, presented with the structure of sections included in the assessment criteria of this call for applications, highlighting the required professional experience.
- Copy of the required university degree or degrees.
- Academic certificate of the required degrees.