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www.nanocat.org

Research Administration Position in the Phononic and Photonic Nanostructure Group at the Catalan Institute of Nanotechnology

Bellaterra, Barcelona, Spain

Group Administrator and Project Technical Manager Ref: P2N-PTM_02

This research administration position is tenable at the Phononic and Photonic Nanostructures Group of CIN2 (ICN-CSIC). It is a full-time position with about half of the time dedicated to Group Administration and the other half to Project Technical Management. The applicant will have experience in managing the day-to-day running of a research group heavily involved in European-level research and coordination/support action projects as well as national projects. The activities of the job holder will include complementing the work of Prof Clivia M Sotomayor Torres in Management and Dissemination activities.

At present the group has four European projects, a few more undergoing evaluation and expects to increase its portfolio over the next years. At present the group consists of a Senior Researcher, a graduate laboratory Engineer joining us in October 09, six postdoctoral researchers, one PhD student, one student visitor and the group leader.

In particular, the applicant would be expected to

1. Manage the technical aspects of national and international projects and project meetings. This may involve travelling to the meeting locations when not held locally. The non-technical tasks will be carried out in liaison with the administrative and secretarial/clerical support teams at CIN2 (ICN-CSIC).
2. Manage technical reporting with special attention to deadlines, contents and checking for contractual and technical completeness and providing a draft to the head of the group, who will take the responsibility for scientific and technical contents.
3. Established highly professional and regular contacts with the project scientific advisors, reviewers and project officers as well as with other relevant consortia in addition to project partners (national and European). This includes representing Prof Sotomayor Torres in conducting business with other parts of the CIN2 (ICN-CSIC) and the Nanotechnology Cluster of Bellaterra, whereas appropriate.
4. Manage and upgrade the contents of the P2N group website in liaison with the secretarial/clerical staff and IT and Communication Departments of CIN2 (ICN-CSIC). Liaise with project partners to manage and update the project websites to comply with the policies of the funding agencies and the contractual obligations of each project.
5. Work closely with Prof Sotomayor Torres to prepare documentation for project preparation and submission. Make available specific information on calls for proposals highlighting the relevant information to enable targeted scan-reading and filtering of the irrelevant information.

6. Initially, while the P2N is being established at CIN2 (ICN-CSIC), the cooperation of the applicant in managing and overseeing budgetary functions including (i) purchasing and cost controls of the P2N group, (ii) allocating funds and controlling spending within the policy guidelines set by CSIC and ICN, (iii) managing procurements, transactions and finances in liaison with the Purchasing Department of the CIN2 (ICN-CSIC).

The group is led by Prof. Sotomayor Torres and was installed at the Catalan Institute of Nanotechnology in June 2008 (www.nanocat.org). Its areas of research are: nanophotonics, nanofabrication and phonon engineering.

The applicant should be a PhD holder in the physical and or engineering sciences and is expected to be fluent in English and Spanish. Considerable interest in interdisciplinary work with European and international collaborators is essential for this position.

The position is available immediately. It is full-time and after a positive evaluation of a one-year probationary period it will be made permanent. The salary level will depend on the expertise of the applicant.

Applications, consisting of a CV, the name and contact details of three referees, mentioning the position reference number in the subject line, may be sent to:

Ms Rosa Juan, Personal Assistant to the ICN Director
Email: icn@uab.es

As soon as possible and preferable before 30th July 2009. Interviews are planned in the first week of September.