
JOB OPPORTUNITY – EUROPEAN R&D&i FUNDS MANAGER

1. DESCRIPTION OF THE ORGANIZATION

FUNDACIÓN VALENCIAPORT is a private non-profit organization based in Valencia, Spain, with over 70 employees. It serves the port and logistics sector as an applied research, innovation, training, and international cooperation center. We specialize in the design, implementation, and execution of R&D&I and consultancy projects in logistics, transport, and port operations, with the goal of enhancing the competitiveness of companies and institutions within the port logistics ecosystem.

2. DESCRIPTION OF THE JOB

We are looking for an expert in financing and management of R&D&I projects, specifically in national, regional and European public funding programs such as Horizon Europe, CEF, Interreg programmes (Euro-MED, Europe...) or Erasmus+.

More specifically, the activities would include participation in:

- Collaboration in the preparation, review and processing of applications submitted to public funding programs and calls.
- Management and coordination of the administrative and financial aspects of R+D+i projects financed with public funds, including:
 - Preparation of economic justifications and audits of projects.
 - Interaction with public funding bodies throughout the project lifecycle, including the project execution and justification phases.
 - Organisation and participation in project meetings.
 - Advising the entity's technical team on the internal procedures to be followed for efficient project justification.
 - Preparation and review of contracts, such as Consortium Agreement, Grant Agreement, NDA.
 - Drafting of economic and management reports.
- Coordination of the consortium in coordinated projects by the entity, supervising their expenses and procedures in accordance with the current regulations.
- Advising, coordinating and reviewing funded projects of clients that the entity may have.
- Preparation of tenders and the awarding procedure according to the regulations of the funding bodies and the Subsidy Law.

3. SELECTION CRITERIA

- BSc or/and MSc in a relevant field.
- Previous experience of 3 years in financial management of projects, particularly within European funding programmes such as Horizon Europe, CEF and Interreg.
- Fluent in English with excellent spoken and written communication skills.
- Advanced level of Excel.
- Good communication skills, both verbal and written.
- Availability to travel.

4. CONDITIONS

- Full time employment contract.
- Salary based on qualifications, skills, specialization and experience of the candidate.
- Flexibility & autonomy depending on coordination and projects.
- Friendly team & collaborative environment. Innovative projects.
- Additional benefits and bonuses.
- Sponsored training according to projects.