

CALL 12-2024-1: Technician of Competitive Calls

Who are we looking for?

We are looking for a positive and talented **Technician of Competitive Calls** to support management and research units.

Who are we?

The Centre Tecnològic de Telecomunicacions de Catalunya (CTTC) is a self-standing, **public sector non-profit** research institution devoted to fundamental and applied Research activities, mainly focused on technologies related to the physical, data-link and network layers of communication systems, and to the Geomatics.

In November 2015, the CTTC obtained the 'HR Excellence in Research' Award from the European Commission. This is a recognition of the Institute's commitment to developing an HR Strategy for Researchers, designed to bring the practices and procedures in line with the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (Charter and Code).

We have **great benefits for employees**: work-life balance measures (33 working days of vacation, teleworking plan, flexible working hours); paid sick, maternity and paternity leaves; Tax-free benefits (ticket restaurant, kindergarten, health insurance and transport), Continuous training

The CTTC is in the Mediterranean Park of Technology in Castelldefels, a scientific parc that hosts the Polytechnic University of Catalonia, research institutions, and innovative companies and startups. The PMT-UPC is located 10 minutes' walk from the beach and to Castelldefels city center, also close to kindergartens, public and top international schools. It can be reached by car, train (RENFE) and several bus lines.

We have 2 buildings in the campus, with state-of-the-art facilities, comfortable working spaces, meeting and multi-purpose rooms and social spaces.

The institute has a **multicultural environment** with more than 130 members (scientific, technical, and administrative staff) from all over the World.

The role

This position will report directly to the Principal Investigator of the projects and will work closely with the administrative division of CTTC: Department of Project Management, Human resources, Legal and Economic Management in order to ensure the fulfillment of the project objectives, according to the requirements, within the established deadline and budget.

Responsibilities:

- Monitor project budgets
- Purchasing and material supply, preparation of tenders
- Support in staff selection processes within the project

- Assure compliance with CTTC policies, procedures and regulations as well as with those established in the project. Advise on eligibility accordingly
- Project justification and reporting, preparation of administrative documentation
- Other administrative tasks of the project

Requirements

Education and Training: Degree in Administration or Business, Economy, Engineering or similar

Experience: Previous experience in similar position can be of value (for example, experience with public tenders and Spanish Ley de Contratación del Sector Público)

Technical Skills:

- **TI Tools:** Microsoft Office
- **Languages:** Excellent writing and verbal communications skills in Spanish, Catalan, and English.

Soft skills:

- Excellent interpersonal and communication skills
- Have organizational, planning, and analytical skills, with high level of accuracy and attention to detail.
- Proactive, flexible, and problem-solving attitude.
- Well organized
- Ability to work under tight deadlines

What we offer:

- Annual gross salary according to the profile of the candidate
- Full-time contract: 7,5 h/day. Flexibility
- Indefinite contract under the “Científico-Técnico” modality until the end of the UNICO program or other programs in which CTTC is participating
- Starting date: As soon as possible

How to apply

All applications must include:

1. A complete CV including contact details

CTTC offers and promotes a diverse and inclusive environment and welcome applicants regardless of age, disability, gender, nationality, race, religion, or sexual orientation.



HR EXCELLENCE IN RESEARCH

CTTC seeks to increase the number of women in those areas where they are underrepresented and therefore explicitly encourages women to apply. CTTC is committed to increasing the number of individuals with disabilities in its workforce and therefore encourages applications from such qualified individuals.



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