

JOB OPPORTUNITY – EUROPEAN R&D&i FUNDS ANALYST

1. DESCRIPTION OF THE ORGANIZATION

Fundación Valenciaport is a non-profit private organization, with more than 60 employees, located in Valencia (Spain), that provides services to the port and logistics cluster. It is an Applied Research, Innovation, Training and International Cooperation center dedicated to the design, implementation and execution of R&D&i and consultancy projects specialized in logistics, transport and ports, aimed at improving the competitiveness of companies and institutions in the port logistics sector.

2. DESCRIPTION OF THE JOB

We are looking for a candidate to support financing and project management team, specifically in national, regional and European public funding programs such as Horizon Europe, CEF, Interreg Euro-MED, ENI CBC MED, Interreg Sudoe and Erasmus +.

Functions:

- Collaboration in the preparation, review and processing of applications submitted to public funding programs and calls.
- Support in the 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.
- Support in the 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
- Fluent in English (excellent speaking and writing skills).
- Advanced level of Excel
- Interest in the field of finance
- Excellent teamwork and problem-solving skills.

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.

* Interested candidates please send us your CV and Motivation letter, in English, by e- mail to personas@fundacion.valenciaport.com