The Mediterranean Agronomic Institute of Zaragoza (CIHEAM Zaragoza) is one of the four institutes of the International Centre for Advanced Mediterranean Agronomic Studies (CIHEAM). Our activities focus on cooperation for development in the fields of agriculture, food, and fisheries to serve CIHEAM-member and third countries. They are based on five strategic areas: sustainable agrifood systems; fisheries and aquaculture, water, soils and ecosystems; forest management; and territorial and inclusive development.

We seek a proactive, resourceful professional with good teamwork skills for the post of project manager at CIHEAM Zaragoza, who will report directly to the Head of Projects.

The role will include the following tasks:

- Managing organisational activities related to European, national and international projects
- Setting up appropriate governance and organisational mechanisms to carry out activities involving liaison with national and European authorities, tendering of services to implement activities established in the project, and overseeing implementation of the project at local level
- Managing logistical, financial, budgetary, reporting and other organisational activities related to the projects through the appropriate platforms
- Drafting and assisting in preparing competitive proposals (cost estimates, programming, logistics planning and general drafting) for funding submissions
- Preparing, managing and participating in cooperative development projects in third countries
- Implementing dissemination activities related to the projects (website and social media development, stakeholder listings, press, publications and practice abstracts, video and multi-media, campaign development, conferences and workshops)
- Assisting in the implementation of specific activities and international liaison with the project coordinators, other partners, etc. foreseen in the project
- Collaborating with training programming and activities
- Assisting and participating in the management of research and knowledge exchange networks.
Requirements:

- 3 years of professional experience in an area relevant to the post
- University degree in agricultural science, food science, agronomy, other relevant engineering disciplines or similar
- Language proficiency in English and Spanish (minimum C1 level), including spoken and drafting skills.

Additional assets will be considered:

- Undergraduate or postgraduate degree in subjects related to agriculture and food, natural sciences or similar, and disciplines related to communication
- Professional experience in international environments. Experience working in/with non EU Mediterranean countries will be a plus.
- Knowledge of agrifood systems, natural resource management, territorial and inclusive development, occupational health and safety
- Experience preparing EU, international and national project submissions and in project management and execution
- Knowledge of French and other languages
- Knowledge of design and content management tools (WordPress, Adobe suite,...)
- Proficiency in Excel, budget and planning tools, in addition to standard Word processing and other basic computer skills
- Strong interpersonal and communication skills (oral/written).

The person taking on this role will be committed to the Organisation’s values and principles of cooperation for development, flexibility, capacity to adapt to the needs of society, internationality, innovation, sustainability and constant pursuit of excellence.

Work location

The place of work will be CIHEAM Zaragoza, Aula Dei, Montañana, Zaragoza with physical presence required. The project manager should be ready and available to travel, mainly in Europe but also further afield.

Please note that shortlisted candidates may be expected to sit a practical test and carry out a short English drafting exercise prior to the interview.

Expected start date

November 2023

Recruitment and salary

CIHEAM Zaragoza offers opportunities for professional development and the possibility to contribute to a passionate project based on international cooperation in agriculture, food, fisheries and the environment.

CIHEAM Zaragoza encourages an inclusive working environment and strives towards gender equality.
The salary and other working conditions will be offered in compliance with CIHEAM Zaragoza regulations and project characteristics and will be determined according to the candidate’s professional experience and qualifications.

**Application process**

Please send your CV, cover letter (in English) and the data privacy document signed to: recruitment@iamz.ciheam.org (Ref: **Vacancy project manager**). You may choose any format for the cover letter but you should address at least two aspects: how your profile matches the role and what proposals you can make to enhance the performance of your duties.

The deadline for the submission of applications is **8 October 2023**.

**Extended deadline for receiving applications: 22 October 2023**.