



JOB DESCRIPTION

ADMINISTRATOR OF ECONOMY AND DEVELOPMENT

TRAINING UNIT. CIHEAM ZARAGOZA

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 cooperative development in the fields of agriculture, food, and fisheries to serve CIHEAM-member and third countries. Activities are based on five thematic areas: sustainable food systems; fisheries and aquaculture; water, soil, and ecosystems; forest area management; economy and development.

General characteristics

CIHEAM Zaragoza is opening a vacancy for a specialist in economics and policy, entrepreneurship, marketing and innovation, and integrated development of agrifood systems and rural areas, with particular interest in international affairs and human-development related issues, particularly in developing countries.

We seek an open-minded, proactive, resourceful, and innovative person with good, teamwork, leadership and coordination skills and a strategic vision of higher education, for the **post of administrator of Economy and Development**, who will report directly to the head of the Training Unit.

The role will include the following tasks:

- Management of master's programmes: Participation in the design of the academic programme, selection of lecturers, institutional relations (universities, research centres, and firms), teaching support for students, selection of candidates, organisation of practicals and technical visits, and supervision and monitoring of the master's throughout the programme.
- Management of advanced courses: Participation in the design of the programme and the selection of lecturers, institutional relations (universities, research centres, and firms), selection of participants, teaching support for participants, assistance to scientific coordinator, and assistance during practicals and technical visits.
- Project management: Collaboration with and participation in prospection, drafting of proposals and management of international projects, particularly research and innovation, technical assistance and development cooperation projects.
- Knowledge-building and knowledge transfer: Participation in congresses, symposiums, seminars, workshops, and other scientific and technical activities.
- Information management: Collaboration in newsletters, publications, social media, and communication and marketing plans for related activities.
- In-house management: Collaboration in digitalisation, logistics, and administrative work.
- Collaboration in corporate projects such as strategic planning and international partnerships.

Requirements

- An undergraduate and master's degree in economics; development economics; social sciences, veterinary science, or engineering in agriculture and food-related disciplines.
- Proficiency in Spanish and English (C1 level).
- At least 4 years' experience in academia, business, or in another professional capacity in activities related to human development and sustainability in the agrifood sector.



Additional assets will be considered:

- PhD or doctoral studies
- French and other languages
- Working experience with international organisations
- Managerial or executive positions in public or private businesses and organisations.
- Scientific background (publications, thesis supervision and evaluation, participation in scientific congresses), consultancy
- IT and digital skills
- Good written and spoken communication skills
- Creation of businesses, associations, and non-profit organisations
- International team and HR management
- Management of teaching centres, departments, training programmes
- Participation in research and innovation projects
- Membership of business and professional organisations (associations, clusters, professional bodies).
- Experience in international cooperation in the Mediterranean or developing countries
- Experience in EU project management
- Experience in academic management
- Partnership building and collaboration with associations of any description.
- Experience securing funds and sponsorships for project capacity-building and knowledge transfer activities.

Values and principles

The Organisation is committed with the values and principles of development cooperation, social impact, internationality, sustainability, intercultural dialogue, critical spirit, efficiency, and constant pursuit of excellence.

Work location

CIHEAM Zaragoza: Avenida de Montañana, 1005 - 50059 Zaragoza (Spain)

Expected start date

November 2026

Recruitment and salary

CIHEAM Zaragoza offers an opportunity to contribute to a passionate project based on international cooperation for sustainable development in the fields of agriculture and 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 will be determined according to the candidate's professional experience and qualifications.

Application process

Please send your CV and cover letter (in English) to: recruitment@iamz.ciheam.org (REF: **vacancy Economy and Development**).

You may choose any format for the cover letter, but it is recommendable to mention how your profile matches the role –namely general characteristics, fulfilment of requirements and merits– explaining your motivation for applying for the post, and what objectives and proposals you would set to enhance the performance of your duties.

The deadline for submission of applications is **15 April 2026**.