



Research Support Staff

Offer publication: 10th February 2023.

Name of the offer

Project Manager, at the Law department at the Universitat Pompeu Fabra.

Task description

1. Management of JuLIA project – budget, logistics, reporting, and organisation of project activities. Specifically:
 - Administrative management and financial management of the research project.
 - File all the reporting with the European Commission.
 - Budget control and management.
 - Communication and economic transfer of funds with partners.
 - Support to JuLIA principal investigator on the organisation and management of the project events and being the communication hub with the European Commission and the project partners.
 - Participation in the different activities of the research project (may require travelling) and support in their design and implementation.
2. Organization of events and full support to partner universities in their participation in the project.
3. Regular communication with partners, participants to the project events and with the European Commission.
4. Participation in the research activities conducted within the JuLIA project.
5. Support in the research activities, preparation of training and workshop materials within the JuLIA Project at the Department of Law - Universitat Pompeu Fabra.
6. Oversight of the evolution and development of the project by all the partners.
7. Support in the elaboration and presentation of the research results obtained at workshops and conferences within the JuLIA project.



8. Management of the projects Protecting consumers in digital platforms PID2021-127258NA-I00 *Agencia Estatal de Investigación* and AlgorithmLaw - TED2021-131472A-I00 and Artificial Intelligence: a challenge and/or a solution for sustainable consumer markets?

- Administrative management and financial management of the research project.
- File all the reporting with the Spanish Agency of research.
- Budget control and management.
- Support to the principal investigator on the organisation and management of the project events.
- Participation in the different activities of the research project.

9. Support in the elaboration and presentation of the research results obtained at workshops and conferences within the research projects. Support in the organisation of research activities, projects and research outputs of the PI.

10. Whenever possible and requested by the UPF research service:

- Conduct administrative and financial monitoring of other European projects of the University from their negotiation with the financing entity to their final justification.
- Prepare documentation for project audits and respond to auditors' documental requirements.
- Advise, respond to inquiries and support teaching and research staff on the economic and administrative management of public and private competitive calls.
- Identify management problems and difficulties in competitive calls (specific training, necessary support, etc.) within their scope of his/her work.
- Design and coordinate actions with managers and research leaders of the research groups to take advantage of synergies and optimise resources.
- Any other task assigned to him or her within the field of his/her technical skills.

Institution funding the contract, title and reference of the project

Organisation: Department of Law - Universitat Pompeu Fabra (UPF)

Department: Law (Patrimonial Law Research Group)

Funding projects: JUSTICE, FUNDAMENTAL RIGHTS AND ARTIFICIAL INTELLIGENCE (JuLIA), JUST/2021/JTRA RYC2018-026249-I Agencia Estatal de Investigación AlgorithmLaw - TED2021-131472A-I00

Organisation Type: Higher Education

Website: www.upf.edu/dret

Address: Ramon Trias Fargas 25 Barcelona 08005

Country: Spain

City: Barcelona

Province: Barcelona



Additional comment

Universitat Pompeu Fabra is a small, research-oriented university located in the centre of Barcelona, with a highly international faculty and student body.

For more information about the Department of Law at Universitat Pompeu Fabra and the Patrimonial Law Research Group visit our [website](#) and the group [website](#)

Terms and conditions of the contract

Salary (gross) 30.800 euros/year.

Job Location: Barcelona, Spain.

Type of Contract – full time (35h/w), 1-year renewable up to 3 years.

Note: The intended starting date of the contract is as soon as possible.

Mandatory: NIE and work permit.

Application Materials and Assessment Criteria

- Curriculum vitae (“CV_Lastname, Name.pdf”) (35 points)
- Cover letter (at most 1 page) explaining the reasons why the candidate is interested in this position (“Letter_Lastname, Name.pdf”) (20 points)
- A letter (at most 1 page) explaining the candidate’s background related to management of European projects and the candidate’s background related to research. (25 points)
- Name and contact details of 2 academic/professional referees (5 points)
- Copy of degree level (“Degree_Lastname, Name.pdf”) (5 points)
- Catalan language certificate (“C1CAT_Lastname, Name.pdf”) (10 points)
- If deemed necessary, candidates may be interviewed.

Send your application at the mail rrhh.dret@upf.edu

Application Deadline

Please submit your complete application no later than 10/03/2023 at 12a.m. Only complete applications will be considered.

List of admitted candidates 10/03/2023



**Universitat
Pompeu Fabra**
Barcelona

Departament
de Dret



The project is funded by the
Justice Programme of the
European Union, JUST-2021-JTRA



Resolution deadline

Resolution deadline: 13/03/2023

Pleadings: 14/03/2023 until 20/03/2023

Starting date: 27/04/2023