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Job offer

JOB

SPAIN

[Pompeu Fabra University](#) | Posted on: 11 December 2025

Full-time research project manager, Pompeu Fabra University, Barcelona

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11 Dec 2025

Job Information

Organisation/Company	Pompeu Fabra University
Department	Economics and Business
Research Field	Other
Researcher Profile	Other Profession
Positions	Other Positions

Country	Spain
Application Deadline	9 Jan 2026 - 23:00 (Europe/Madrid)
Type of Contract	Other
Type of Contract Extra Information	open-ended
Job Status	Full-time
Hours Per Week	35
Offer Starting Date	12 Dec 2025
Is the job funded through the EU Research Framework Programme?	Horizon Europe - ERC
Is the Job related to staff position within a Research Infrastructure?	No

Offer Description


Position overview

Starting in March 2026, Professor Paula Bustos seeks to hire a full-time research project manager for his ERC-funded research project. The project manager will be responsible for the overall management of the project's funding, purchases, reporting, data management plans and research dissemination, inter alia, assisting the principal investigator and her research team (full details in sections below).

Job location

Barcelona (Spain), Pompeu Fabra University (UPF), Ciutadella Campus, Department of Economics and Business. **The work is to be carried at the campus.**

About UPF: <https://www.upf.edu/web/universitat/> 

About the Department of Economics and Business: <https://www.upf.edu/web/econ/publications> 

Where to apply

E-mail ana.salasb@upf.edu

Requirements

Research Field Other

Education Level

Bachelor Degree or equivalent

Additional Information

Benefits

Job announcement: ECON-PSR-INDF-2025-19**Full-time research project manager**, Pompeu Fabra University, Barcelona

Position overview

Starting in March 2026, we seek to hire a full-time research project manager for three ERC-funded research projects. The project manager will be responsible for the overall management of the projects' funding, purchases, reporting, data management plans and research dissemination, inter alia, assisting the principal investigators and their research teams (full details in sections below).

Job location

Barcelona (Spain), Pompeu Fabra University (UPF), Ciutadella Campus, Department of Economics and Business. **The work is to be carried at the campus.**

About UPF: <https://www.upf.edu/web/universitat/> About the Department of Economics and Business: <https://www.upf.edu/web/econ/publications>

Funding body and projects

This contract is funded by the EU's Horizon Europe Programme, European Research Council (ERC) grants 'Adaptation to Climate Change in Developing Countries', PI Paula Bustos; 'Safety, Liquidity, and Crises', PI Dmitry Kuvshinov, and 'Government Intervention and the Macroeconomy: Micro-evidence on the Transmission of Government Procurement', PI Manuel García Santana.

More information about the projects:

<https://cordis.europa.eu/project/id/101088060> <https://cordis.europa.eu/project/id/101116832> <https://cordis.europa.eu/project/id/101125744> 

Principal Investigators

Prof. **Paula Bustos** (PhD Harvard) is an ICREA Research Professor at UPF, Associate Researcher at CREI and IPEG, Research Fellow and Chair of the Women in Economics Committee at the European Economic Association, CEPR Research Fellow, Research Affiliate at the IGC, co-leader of CEPR-STEG Theme 4: Trade and spatial frictions, and Member of the Barcelona School of Economics Academic Council. Her empirical research in international trade and development economics focuses on the effects of trade liberalisation on technology adoption and the skill composition of exporting firms; the effects of new agricultural technologies on structural transformation, and the effects of climate change on labour and capital flows in developing countries.

<https://sites.google.com/view/paula-bustos-economist/homepage> 

Dmitry Kuvshinov is an Associate Professor at UPF, Affiliated Professor at the Barcelona School of Economics, and a CEPR Research Affiliate.

<https://dkuvshinov.com/> 

Manuel García Santana (PhD CEMFI) is a tenured Associate Professor at UPF, Affiliated Professor at the Barcelona School of Economics, CREI Research Associate and CEPR Research Fellow. He has been a Senior Economist at the World Bank, and since 2024 he is co-leader of CEPR-STEG Theme 5: The Role of the Public Sector. At present he serves as an Associate Editor of the *Journal of International Economics* and the *Journal of the Spanish Economic Association*.

He is an applied macroeconomist with interests in trade, growth and development. His research focuses on understanding how trade, government policies, and market distortions affect aggregate productivity and welfare by changing the way resources are allocated across firms.

<https://sites.google.com/view/manugarciasantana/home> 

Job offer

Research Support Staff (*personal de suport a la recerca*), Department of Economics and Business, Pompeu Fabra University.

Type of contract: Open-ended, in accordance with Decree RD 32/2021 of 28 December 2021.

Employer: Pompeu Fabra University.

Starting date: March 2026.

Job description

The successful candidate will be responsible for carrying out the following tasks:

1. Funds management: budgeting, monitoring, reconciling expenses, handling purchases.
2. Assisting the Principal Investigators with hiring pre- and postdoctoral personnel for the project; being in charge of their onboarding, preparing their timesheets and supporting all team members throughout the project.
3. Reporting (midterm, final and financial reports).
4. Arranging travel related to the project for the PIs, research team members, visiting co-authors and external collaborators.
5. Ethics issues (if any arise during the project's execution): assisting the PIs with the ethics review process with UPF's institutional review board.
6. Dissemination: posting on social media; creating and maintaining the project websites, as well as updating the CORDIS project website and the designated sections for publications in the Funding and Tenders Portal; creating and/or updating the PIs' academic profiles (e.g. ORCID); selecting scholarly literature platforms in order to broadcast the projects' research; other communication activities aimed at increasing the visibility of the projects' findings.
7. Open science: ensuring compliance with ERC open access policies for research output (mainly publications and data): depositing preprints, journal articles and datasets in trusted repositories, purchasing open access licences; data management plan.
8. Organizing scientific conferences/workshops related to the projects.
9. Any other managerial tasks needed to support the research team members in their research activities, such as translating and proofreading texts.

The project manager is expected to work without supervision, organize their own workload, meet deadlines, be proactive and provide all the support necessary to the PIs and team members in a timely manner.

Reporting line: this position reports to the principal investigators of each project.

REQUIREMENTS

EXPERIENCE

Required: A minimum of 5 years' experience as an ERC research grant manager (or very similar grant scheme).

Desired: Further experience in managing competitive grants, either at a Spanish or international level. Previous positions in a university environment or research centre. Experience in organizing academic events.

QUALIFICATIONS

Required: Completed official university degree (3 years or more).

Desired: Postgraduate education.

SKILLS/KNOWLEDGE

Required:

- IT: User or advanced level of Microsoft package; social media (particularly Twitter and LinkedIn); website editing.
- Language: Advanced or proficiency level in English, both spoken and written.
- Planning and organizational skills to manage their own work unsupervised.

Desired

- Knowledge of academic publishing/scholarly literature; research data lifecycle; research ethics; academic collaborative platforms; bibliometrics.
- Personal skills: A proven capacity to work with other staff (academic, administration, management).
- Languages: Catalan and/or Spanish will be an advantage given that UPF is a Catalan public university. Translating and/or proofreading skills will be an asset.

Expected remuneration

Annual gross salary: 49921,50 euros.

Group and level: Group 2, level D.

Working hours: Full-time, 35 hours/week.

OVERVIEW OF THE SELECTION PROCESS

12 December 2025 Job advertisement is posted in:

- EURAXESS
- Department of Economics and Business (Pompeu Fabra University): <https://www.upf.edu/web/econ/research-project-positions>
Job opportunities > Research Project Positions > Research Support Positions
Position reference: ECON-PSR-INDF-2025-19

All the announcements of the selection process for this position will be posted on the Pompeu Fabra University website.

9 January 2026 Application period ends.

Following steps:

Publication of the list of admitted and excluded candidates. The list includes the motivation for exclusion from the selection process, and 5 working days are given to submit allegations.

The Selection Committee decides which admitted candidates will be interviewed. Shortlisted candidates will be contacted via email to arrange the interview; each shortlisted candidate will be given the detailed rating which will be used by the Selection Committee to assess their fit to the required experience, qualifications and skills/knowledge.

Before or after the interview, if the Committee deems it necessary, one or two referees will be contacted, with the prior permission of the applicant.

Publication of the selection process results. Allegations can be submitted in the following 5 working days.

Selection process ends (expected: 31 January 2026).

The candidate with the highest score in the selection process will be awarded the job. The minimum score needed to pass the selection process is 70 points.

General rating system

Experience: 65%

Qualifications: 15%

Skills/knowledge: 20%

Selection Committee

President: Paula Bustos

Committee members: Manuel Garcia Santana and Dmitry Kuvshinov

Head of the Department of Economics and Business at UPF: Daniel Serra.

Application documents

- CV in English (maximum: two pages).
- Motivation letter in English explaining the applicant's interest in and fit for the position.
- Scanned copy of the highest diploma (Bachelor's, Master's).
- Names, positions and contact details of 1 or 2 referees (NB no referee will be contacted without the candidate's prior permission).

Submitting an application

- A zip file containing all the application documents should be sent to Ana Salas Bernaus via email (ana.salasb@upf.edu), with the subject line **ECON-PSR-INDF-2025-19. Please name the zip file ECON-PSR-INDF-2025-19_Lastname_Firstname.**
- The application submission deadline is 9 January 2026, 23:00pm (UTC+1).

Applications received after the deadline will not be considered.

Data protection

Please refer to: <https://rat.upf.edu/en/II014> 

UPF Equality Plan: <https://www.upf.edu/web/pla-igualtat> 

Date of publication: 12 December 2025

Documents for processing the contract

The following documents are necessary to process the contract:

- EU citizens: Spanish ID or foreigners' identification number (NIE) and passport; Spanish Social Security number; Spanish bank account number.
- Non-EU citizens: valid Spanish work permit; foreigners' identification number (NIE) and passport; Spanish Social Security number; Spanish bank account number.

More information

Please send any inquiries about this vacancy to:

Ana Salas Bernaus

Department of Economics and Business

Pompeu Fabra University

ana.salasb@upf.edu

Work Location(s)

Number of offers available

1

Company/Institute

Department of Economics and Business

Country

Spain

Geofield



Contact

City

Barcelona

Website <http://www.econ.upf.edu>

Street Ramon Trias Fargas, 25

Postal Code 08005

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