

JOB OFFER

TECHNICIAN LEVEL 2

Position: Technician Level 2
Offer date: DOE publication
Project: CIIAE-Ref. T2 Administración
Department: Administration
Estimated starting date: 1st quarter 2024

Workplace:	University of Extremadura. Cáceres Campus	
Tasks to be developed:	Payroll and contract management Management of accounting records, invoicing and payments Project I Management and Financial justificaion Audit support	
Duration of the contract and salary:	Temporary Contract Initial duration: 2025 September, with the possibility of extension	Gross Salary + S.S. Fees Annual Gross Base Salary Range: 24.500 € - 27.100 €
Academic background required:	PT administration and finance or equivalent	
Additional education requirements:	Knowledge of financial accounting and accounting software Knowledge of management and economic justification of European, national and regional projects Knowlegde of labour management and procurement	
Work experience:	<ul style="list-style-type: none"> - Project management for at least 1 year - Payroll, contracts and labour management for at least 2 years, and - Accounting management and financial for at least 2 years 	
Job requirements (have to be fulfilled)	Specific techniques (analytical, software, calculations, prototyping, etc.)	Office software package a3Innuva Nómina or similar Microsoft Dynamics Navision or similar
	Participation and/or collaboration in R+D+i/business projects.	N/A
	Experience in Research Centers/Foundation/Companies	Minimum 2 years
	Languages	English, level B2 or equivalent Spanish, level C2 or equivalent
	Transversal competences	Teamworking Communication skills Assertiveness Productivity Learning ability
	Availability to travel	Yes

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To be evaluated:

Experience in management of small amount contract procedures, non-small amount contracts and Public Procurement Website

Knowledge of Portuguese language

Selection process details:

TECHNICAL TEST: YES NO

LANGUAGE: ORAL YES NO

Language skills will be tested during interview

JOB INTERVIEW: YES NO

Interested candidates:

Please, send all the documents requested by the TERMS AND CONDITIONS OF THE CALL FOR PROPOSALS, together with the ADMISION REQUEST and all the documents requested by this job offer. Deadline is 15 calendar days from the day following the publication in the CIAE web, and indicating the following reference, indicating **REF. T2 ADMINISTRACIÓN**

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