

VACANCY

# Project Manager

The Institut Barcelona d'Estudis Internacionals invites applications for a project manager position on the doctoral network "[Contested EU Foreign Policy in an Era of Geopolitics \(EUFOG\)](#)", funded under the European Union's Horizon Europe – Marie Skłodowska-Curie Actions – Doctoral Networks.

The EUFOG doctoral network will contribute to a better understanding of the ways in which the EU is reconsidering key tenets of its international role in the face of the geopolitical turn in international politics. EUFOG is an integrated four-year PhD programme, providing world-class, interdisciplinary research and training, as well as research exchanges and policy-relevant secondments in countries in the EU and beyond. EUFOG will create an integrated framework to explore 1) the changing politics of EU foreign policy; 2) the changing policies across a range of policy domains (security, human rights, gender, and the economy); and 3) the evolving relationships with and perceptions of external partners.

The successful candidate will be working on managing the day-to-day operational and administrative aspects of the project, which include:

- Keeping track of the project's budget/expenditure and financial reporting;
- Administering contracts and agreements;
- Drafting intermediary and final reports, and responding to inquiries, audits and evaluations;
- Preparing and presenting regular progress reports and project plans;
- Organizing seminars, workshops, and meetings, and making travel arrangements;
- Procuring equipment and services;
- Coordinating and maintaining contact with PhD students and project partners;
- Managing project dissemination and communication activities; and liaising with other research initiatives.

Applicants should hold a master's degree in international relations, political science or in a closely related field, and must be fluent in English. Experience in research project management or a PhD degree would be an advantage.

Excellent personal and communication skills and a demonstrated ability to contribute to collaborative projects are essential. The appointment will be expected to last until the end of the project, November 2028. Salary is commensurate with similar administrative positions at IBEI.

**Applications must be submitted by 20 September 2024 (10.00 am Barcelona time)**

Applications must be submitted through the [Application Form](#) and should include a Cover letter and a Current CV (both in English)



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## INSTITUT BARCELONA D'ESTUDIS INTERNACIONALS (IBEI)

The Institut Barcelona d'Estudis Internacionals (IBEI) is an inter-university institute, created in 2004, to promote postgraduate training and research in politics and international relations. Aiming to advance the understanding of global challenges facing the world, IBEI is a centre of academic excellence that combines outstanding research with high-quality teaching and career development opportunities. Located at the crossroads between Europe, the Mediterranean and Latin America, Barcelona provides a unique environment to ponder the intricacies of governance, development and security on a global scale.

IBEI is an equal opportunities employer. **IBEI holds the HR Excellence in Research distinction from the European Commission**, which recognises the institute's efforts to create a stimulating and favourable work environment and its commitment to continuously improve human resources policies. IBEI is committed to Open, Transparent and Merit-based recruitment of researchers.

More information about IBEI at [www.ibei.org](http://www.ibei.org)



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