


Company Description

BC3 is a Research Centre on the causes and consequences of climate change. Led by one of the most recognized scientists in the Climate Change field -Prof. Maria José Sanz, we produce multidisciplinary knowledge to support decision making towards sustainable development at the international level. With a multidisciplinary team, connected to the main scientific institutions, networks and socio-economic agents, for a decade, our contribution to research of climate change and to the science-policy interface puts us in a unique position to offer knowledge, tools, new methodologies and cross-cutting proposals, that we lead towards action in a collaborative framework with stakeholders, to design and help implement policies aimed at sustainable development.

Information

 **Deadline:** 2025-09-10
 **Category:** Academia
 **Province:** Bizkaia

 **Country:** Basque Country
 **City:** Leioa

Company

BC3 Basque Centre for Climate Change



Main functions, requisites & benefits

Main functions

The Basque Centre for Climate Change (BC3) is offering a full-time Scientific Project Manager position based on-site at BC3 to provide cross-cutting management and coordination support across several climate action initiatives led by Dr. Estibaliz Sanz. The selected candidate will contribute to JUST4CARE (HORIZON-MISS-2024-CLIMA-01) – A Horizon Europe project that will be coordinated by BC3, which seeks to transform climate adaptation by embedding principles of justice, equity, and resilience into urban and regional planning. The project places special emphasis on addressing the needs of vulnerable and marginalized populations most affected by climate change across European cities and regions. The selected candidate will be responsible for the overall coordination and day-to-day operational management of the JUST4CARE project, under the direct supervision of the Scientific Coordinator. The selected candidate will play a pivotal role in ensuring the effective and timely implementation of the project, with a strong emphasis on financial oversight, administrative coordination, and compliance with reporting obligations. They will be responsible for monitoring the delivery of project outputs and milestones, and for ensuring the efficient and coherent execution of activities across all consortium partners. Key responsibilities include: Supporting the Scientific Coordinator in the strategic management of the project and technical discussions. Leading the financial and administrative management of the project at the consortium level, including budget monitoring, expenditure tracking, and coordination with BC3's financial department. Acting as the main contact point between the Scientific Coordinator, project partners, and the European Commission, facilitating clear and effective communication. Monitoring the implementation of Work Packages (WPs), ensuring timely delivery of project deliverables and milestones, and maintaining up-to-date documentation and progress indicators. Coordinating and supervising the implementation of tasks by partners, ensuring alignment with the work plan and contractual obligations. Preparing and submitting technical and financial reports to the European Commission, and ensuring compliance with Horizon Europe guidelines. Managing interactions with internal and external experts on ethical, legal, and technical matters, as well as with the external advisory board. Organizing project meetings and events, including their financial, logistical, and reporting aspects.

Requisites

Supporting communication and dissemination activities, in collaboration with relevant WPs Main requirements/skills: Master or PhD degree. At least 3 years of proven experience in managing projects involving international consortiums. Excellent project management skills related to finance, administration and communication. Ability to coordinate teamwork and interact with a broad range of scientific and policy stakeholders at European level. Experience in R&D EU projects, knowledge of H2020 and Horizon Europe Programme. Proven experience in organizing meeting and events. Demonstrated proficiency in attending high-level meetings in a global context. Experience in constructing indicators to measure progress and performance accurately. Excellent interpersonal and communication skills. Excellent written and oral command of English and Spanish. IMPORTANT: Applications including links to previous works/projects/initiatives that show how the applicant meets these requirements will be given priority. See "Application