

FUNDACIÓN BIOFÍSICA BIZKAIA/ BIOFISIKA BIZKAIA FUNDAZIOA

INTERNATIONAL OFFICE MANAGER

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The **Institute of Biophysics (IBF)** is a joint research centre of the University of the Basque Country (UPV/EHU) and the Spanish National Research Council (CSIC). In collaboration with **Fundación Biofísica Bizkaia (FBB)**, the centre advances knowledge on the physical and chemical processes underlying biology and disease. With FBB accredited as a **Basque Excellence Research Centre (BERC)** by the Basque Government, the IBF–FBB partnership enjoys a strong national and international reputation and provides outstanding shared facilities for advanced biophysical and structural biology research in a new building on the main UPV/EHU Leioa campus.

Position and Project Description

About the Role: Fundación Biofísica Bizkaia is seeking an experienced International Office Manager to establish and develop our International Office. This role reports directly to the Executive Board and will play a pivotal role in managing international collaborations, strategic projects, and partnerships, positioning the foundation as a key player in global research networks.

Key Responsibilities

- Lead the setup and operational management of the International Office.
- Provide strategic advice to the foundation's executive team and support governance activities.
- Manage international collaborations and relationships with governmental and non-governmental partners across Europe, Latin America, and Asia.
- Oversee project portfolios, including funding acquisition, reporting, and compliance.
- Develop and implement strategies for internationalization, mobility programs, and research networking.
- Coordinate with Human Resources on recruitment and staff management related to international activities.
- Represent the foundation in high-level international forums and networks.

The **maximum duration** of the contract is **until 31-04-2027**

Required Background and Qualifications

Required Qualifications

- PhD in Political Science, International Relations, or a related field.
- MBA or equivalent in Management of Research Infrastructures.
- Proven track record in strategic management within international research organizations.
- Experience in coordinating intergovernmental or international scientific projects.
- Excellent communication and networking skills, with experience in multicultural environments.
- Fluency in English; additional languages are a plus.

Preferred Experience

- Previous leadership roles in international offices of research organizations or universities.
- Experience in liaising with governmental bodies and international partners.
- Knowledge of European and global research funding landscapes.

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Application Process

IBF is an **equal opportunity employer committed to diversity**.

Applications should be submitted through the [Biofisika website contact page](#) using the following subject: [**Job Application: 144_ International Office Manager**].

Applications should include a single PDF file with:

- Curriculum Vitae
- Motivation letter
- Contact details of 2 referees

Deadline: 04th January, 2026

Applications are reviewed **upon arrival**, so early submission is encouraged.