

## Ref. Conv-GE-01/2022

### 1. POSITION OFFERED

1.1. A job is being opened to cover **1 Position of Project Manager (G3-Research Support Staff)** for the research support of the **AUGUST PI I SUNYER BIOMEDICAL RESEARCH INSTITUTE (IDIBAPS)** and **Fundació Clínic Recerca Biomèdica (FCRB)** for the management of mainly international projects. Professional development opportunities are offered in an environment of high scientific and management excellence, and with the possibility of hybrid teleworking and flexible working hours. The candidates will be under the direct supervision of the central grants office. The hiring will be a scientific-technician activity contract in the following professional category:

#### Required qualifications and skills:

- ✓ **Required Degree:**
  - ✓ Bachelor's Degree in Business Administration and Management, Degree in Economics, or PhD in life sciences. Depending on the background and interests of the candidate there may be a focus whether in the support of the preaward or postaward phase (see functions below).
  - ✓ Trainings on EU project management will be valued.
- ✓ **Required Experience:**
  - ✓ Desirable at least 2 years of proven experience in project management of the competitive funding ecosystem, especially the European Commission.
  - ✓ Extensive knowledge of the research regulations of European programs (H2020 and others) and other relevant funding programmes.
  - ✓ Ability to organize and manage time, ability to multi-task, prioritize tasks to meet deadlines.
  - ✓ Autonomy, demonstrated ability to manage several projects in parallel.
  - ✓ Experience in scientific writing and other initiatives to involve the scientific community in international projects will be valued.
- ✓ **Knowledge:**
  - ✓ High level of spoken and written English (at least B2 level).
  - ✓ Computing, mainly Excel.
  - ✓ Specific knowledge of funding programs from other international funders is a plus.
- ✓ **Languages:** Catalan, Spanish, English.

#### Job description / Tasks to be developed:

##### Preaward:

Support in the preparation and drafting of research and innovation proposals, (active contribution in proposal writing, definition of project objectives, coordination with project partners, preparation of the budget, advice on implementation among other issues).

Negotiation of the grant agreement and consortium agreement in coordination with the pre-award office.

Monitoring of financial, legal and administrative issues.

Identification of networks, actions and initiatives that could represent a strategic opportunity for both the institution and the Principal Investigator.

##### Postaward:

Monitoring the work plan, attendance and organization of meetings and dissemination of projects.

Coordination with internal and external stakeholders through the project life cycle, including project execution.

Responsible for a portfolio of projects, mainly European ones.

Budget planning, monitoring and financial justification of research and innovation projects in coordination with the post-award office.

High involvement in the elaboration of the scientific-technical justifications of the research and innovation projects.

Control eligible costs, execution extensions, justification reports, financial reports and maintain a direct relationship with the project monitoring team.

Communication with the principal investigator, consortium partners and funding institutions / agencies.

Control of the relationship with the auditors and monitoring of the audit process

Act as a permanent interlocutor between the institution, the funder, research staff, coordinators, management units, etc. for monitoring the needs that arise during the life of the grant: reallocation of resources, changes in research team, requests for extensions, etc.

An empathetic and proactive, organized, persevering, responsible and rigorous person is required for this job. With decision-making capacity and autonomy. Accustomed to working customer-oriented. With high interpersonal and conciliatory skills in order to find solutions continuously and proactively, with a high degree of involvement with the research group and the institution to obtain a good result.

Economic conditions according to experience and knowledge provided.

#### Presentation of applications:

**All documents must include the reference code of the job offer (see upper left corner of the call)**

Candidates must enclose a motivation letter and their Curriculum Vitae (including your contact details).

Proof of the merits exposed, and the degree obtained must also be included in the application.

The authorization request for personal data must be signed and attached -European Regulation (UE) 2016/679- (see page 4).

**Place of submission:** (clearly indicating the reference code of the job offer)

1. Delivering it personally to the Dept. of Human Resources, located on the Esther Koplowitz Centre, C/ Rosselló 149, from 10 am to 1 pm from Monday to Friday.
2. By e-mail to the e-mail address: [forbrrhh@recerca.clinic.cat](mailto:forbrrhh@recerca.clinic.cat)

**Application Deadline:** 23/11/2022

**1.2.** The recruitment will be carried out according to the provisions of Article 15 of the Royal Legislative Decree 1/1995, of 24 March, which approves the text of the law of the Statute of workers, in accordance with the provisions of art. 2 of the Royal Decree 2720/98, of 18 December (BOE of 8 January 1999), law 12/2001, of 9 July (B.O.E. of 10 July) and concordant provisions.

The principle of equal treatment between men and women will be considered, according to article 14 of the Spanish Constitution, the Community Directive of 9 February 1976 and what is foreseen in the agreement of the Council of Ministers of 4 March 2005, which approves the plan for gender equality in the General Administration of the State.

The universal accessibility for disabled persons will be considered according to the second paragraph of Article 1 of the law of December 2, 51/2003, of equality of opportunities; 5% of the vacancies are preserved when candidates' pas the selection process and disabilities are proved. Also, compatibility with the tasks associated to the job must be proved so that progressively we reach 2% of all workforces.

**1.3.** Annual gross remuneration inherent to the job offer object of this call will be fixed on the basis of the experience provided and the skills of the candidates.

**1.4.** In accordance with Regulation (EU) 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data (hereinafter the "Regulation"), we hereby inform you that:

- The party responsible for processing your data is the *Fundació Clínic per a la Recerca Biomèdica* (hereinafter "FCRB"), with Corporate ID No. G59319681, and registered address in Barcelona, Carrer Rosselló 149-153. You may contact the Data Protection Manager by sending an email to [protecciodades.recerca@clinic.cat](mailto:protecciodades.recerca@clinic.cat) or by writing to the Legal Director at Carrer Rosselló 149-153, Barcelona.
- When presenting your candidacy or sending us your CV, your data must be communicated with the aim and purpose of allowing employees at the entity to carry out management and selection processes.
- The information will be used by administrative and employee services in our entity, for their corresponding services, and may be submitted in full or in part to any authorities that, for legal reasons, require this type of information.
- The data provided will be held for a period of 1 year, and in addition once the relationship has been completed the data will be held for the period necessary to comply with legal provisions.
- The data provided may be transferred to a third country or international organisation, where necessary to justify the contract and/or salary of the employee providing the data.
- You have the right to access your data, request rectification of inaccurate data or request the removal of your data. Equally, you have the right to restrict the processing of your data, and you may oppose or withdraw consent for your data to be used in certain circumstances. You may exercise these rights by writing to the Legal Director at Carrer Rosselló 149-153, Barcelona, or by sending an email to [protecciodades.recerca@clinic.cat](mailto:protecciodades.recerca@clinic.cat). We also inform you of your right to file a complaint with the Catalan Data Protection Authority (*Autoritat Catalana de Protecció de Dades*) for any action taken by FCRB that you believe infringes your rights.
- Since 2015, IDIBAPS holds the "[HR Excellence in Research](#)" Award from the European Commission. This is a recognition of the Institute's commitment to developing an HR Strategy for Researchers, designed to bring the practices and procedures in line with the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers ([Charter and Code](#)). Please check our [Recruitment Policy](#).



Barcelona, November 09<sup>th</sup> of 2022  
Marta Fernández Cufí  
Human Resources Manager



**I Authorize at:**

**FUNDACIO CLINIC PER A LA RECERCA BIOMÈDICA (FCRB)** to treat my personal data for the personnel selection procedure, which will cede it only in these legally enforceable cases, in accordance with the provisions of European Regulation (UE) 2016/679, and corresponding regulations that develop it.

Name:

Signed:

Barcelona,